

## Position Description

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| <b>Title:</b>             | Temporary Theatrical Productions Administrative Assistant                         |
| <b>Department:</b>        | Performance Operations  |
| <b>Reports To:</b>        | Interim Associate Director of Theatrical Operations                               |
| <b>Supervises:</b>        | N/A   |
| <b>Internal Contacts:</b> | All departments, students, and faculty  |
| <b>External Contacts:</b> | Directors, designers, additional independent contractors, and industry colleagues |
| <b>Employment Status:</b> | Part-time; non-exempt   |
| <b>Salary Rate:</b>       | \$28/hour; 20 hours/week<br>4-month position (8/11/26-12/11/26),                  |

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### Position Summary:

The Temporary Theatrical Productions Administrative Assistant will collaborate on producing theatrical productions at the highest artistic standards possible, assisting the Associate Director of Theatrical Operations with all academic and administrative functions that pertain to the mounting of theatrical productions produced in both the Opera Theatre and Musical Theatre Departments.

### Domains:

- Collaborate with faculty, artistic staff, and production teams to develop and maintain comprehensive rehearsal schedules for theatrical productions, with primary focus on Undergraduate Opera Theatre productions.
- Provide support before and during rehearsals and performances as needed, including room set up, managing attendance, and resolving scheduling conflicts, with primary focus on Undergraduate Opera Theatre productions.
- Assist with daily monitoring of the [omt@msmny.edu](mailto:omt@msmny.edu) email address, with primary focus of communication related to Undergraduate Opera Theatre productions.
- Assist in the creation and distribution of Provost releases for theatrical productions; act as scheduling liaison between students and faculty.
- Assist with creation of programs for theatrical productions and events.
- Assist with the execution of department payroll.
- Assist with production materials (score, libretto, translations, and transcriptions) collecting, printing, and distribution.
- Track student attendance and assist in providing information to support grading.
- Assist with stage management application processing, scheduling stage management interviews, and assist with stage manager onboarding.
- Assist with hiring, training, and managing student workers, fostering a culture of excellence, collaboration, and continuous improvement.
- Assist with administrative duties as assigned.

**Job Requirements:**

- Undergraduate degree in music, performing arts or arts administration, or equivalent professional experience.
- 2-3 years of experience in arts administration, stage management, or opera/musical theatre production.
- Strong knowledge of the opera and musical theatre repertoire, industry standards, and best practices.
- Familiarity with and sensitivity to the performing arts and artist training environments.
- Excellent computer skills and aptitude, including Microsoft Office Suite and database management.
- Strong organizational skills.
- Attention to detail; ability to proofread and edit.
- Exceptional interpersonal and communication skills, with the ability to collaborate effectively with diverse stakeholders.
- Flexibility to work evenings and weekends as required by production schedules.

**Work Schedule:**

- This interim position will cover a four-month leave of absence from 8/11/26-12/11/26.
- Applicants must be available to work some weekends and evenings.

**Contact Information:**

Please send cover letter and resume including three references to:

Christina Teichroew, Assistant Dean for Theatrical Production

[cteichroew@msmny.edu](mailto:cteichroew@msmny.edu).

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