

## Administration

675 East Broad Street, Bethlehem, PA 18018  
phone 610-868-2971 | fax 610-868-1446

### **Assistant to Director of Production**

**Lehigh Valley Charter High School for the Arts (Charter Arts)**  
**Bethlehem, Pennsylvania**

Charter Arts provides a rich and comprehensive educational program for students in grades 9-12 with talents and potential in instrumental music, visual arts, vocal music, dance, theater, literary arts and figure skating. Admission to the Charter Arts is based on audition. Charter Arts is an Equal Opportunity Employer. We consider applicants for positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

#### **Job Description:**

Duties to include:

- Set Construction
- Prop Construction
- Light hanging and focusing
- Scenic Artist
- Run Student Crews
- Teach Stage Technics
- Oversee, with Director of Production, all tech rehearsals
- On-site Production Manager for all live Shows

#### **Knowledge, Skill, Ability**

- Must be a strong communicator
  - Ability to interact with students, faculty, parents, staff within all organizational levels
- Ability to treat confidential information professionally

#### **Requirements:**

- Experience and/or background in lighting, set, prop and costume design
- Knowledge of all aspects of technical theatre
- Experience working in a school setting or non-profit organization preferred
- Lifting up to 60 lbs.
- Ability to handle stress and occasional long hours
- Willingness to learn and sense of humor a must
- Have a passion for education and art
- Be self-motivated, take initiative and suggest out-of-the-box ideas to meet school goals
- Complete projects and reports in a timely fashion.

- Work as a team player
- Be enthusiastically committed to the overall well-being of the organization and the objectives of Charter Arts

Interested applicants may submit cover letter, resume, 3 letters of reference, and copies of all clearances to: [pwrenmeleck@charterarts.org](mailto:pwrenmeleck@charterarts.org). Material must be submitted via email with documents scanned as one attachment.