PRODUCTION ASSISTANT

Are you an experienced and motivated production professional ready to take the next step in your career?

Ensemble Theatre is looking for a dynamic and solutions-focused **Production Assistant** to join our passionate team.

This is an exciting opportunity to work alongside some of Australia's most talented creative and technical artists to deliver high-quality, professional theatre. We're seeking a collaborative team player who thrives in a fast-paced environment, brings fresh ideas, and is committed to excellence at every stage of production.

ABOUT US

Ensemble Theatre proudly operates on Cammeraygal land in Kirribilli, on the shores of Sydney Harbour. As Australia's longest continuously running professional theatre company, we've been creating exceptional theatre for over 65 years. Our intimate 220-seat venue presents bold, world-class productions year-round, driven by powerful storytelling and artistic excellence. With a small, experienced team at its heart, Ensemble Theatre is a dynamic creative hub where artists and audiences connect, collaborate, and are inspired.



View of Ensemble Theatre from the Production Office. Photo by Prudence Upton

THE ROLE

The Production Assistant is a full-time position and a key member of the Ensemble Theatre's Production team. The role reports to the Head of Production and works closely with the Production Managers to deliver the Company's annual performance season and events at Ensemble Theatre and on tour. Under the supervision of the Production Managers, the role plays a key part in sourcing and creating props for productions, managing the production storage facility and maintaining the props and costumes throughout a performance season.

JOB DESCRIPTION

Key Responsibilities

- Support the Production Managers in delivering Ensemble Theatre's annual season (10–11 productions), tours, and special events.
- Assist with all production requirements, including prop sourcing and making, material procurement, costing, and budgeting.
- Collaborate with creative teams to assist in facilitating design and production outcomes.
- Assist with the maintenance of the workshop, rehearsal spaces, theatre, and storage facilities.
- Plan and undertake annual stocktakes and ongoing maintenance of production areas.
- Promote and uphold best practice Workplace Health and Safety (WHS) standards.
- Attend production meetings, technical and dress rehearsals, and previews as required.
- Archive production documentation and maintain props, sets, and costumes throughout the season.
- Assist with the operations of the company's storage facility, including external hires of sets, props, and costumes.
- Support show staffing by performing as production crew and as required.

Key Selection Criteria

- Prior experience in a production role within a professional performing arts company or entertainment venue.
- Demonstrated leadership, creative problem-solving skills, and the ability to work collaboratively in a small, fast-paced team.
- Valid driver's licence.
- Practical experience in props sourcing and making.
- Understanding of costume maintenance, including basic sewing skills.
- Basic construction skills and ability to use hand and power tools.
- Strong working knowledge of theatre production processes, including technical systems, rehearsals, and production week protocols.
- Excellent understanding of Workplace Health and Safety (WHS) practices.
- Effective communication skills and a positive, solutions-focused attitude.
- Willingness and flexibility to work extended or irregular hours as required.
- Proficiency in Microsoft Office and relevant production software.

Desirable Skills and Experience

- Working knowledge of theatre sound, lighting, and projection systems, including experience with QLab and ETC lighting consoles.
- Awareness of environmentally sustainable practices in the workplace.
- Knowledge and experience with set electrics.
- Ability to read and interpret technical plans and drawings.

POSITION HOURS, REMUNERATION AND BENEFITS

- **Full-time:** 38 hours per week.
- **Pro rata salary**: $70,000 + 12% superannuation (commensurate with skills and experience)
- Hours may include weekends and evenings and additional hours may be incurred during Production weeks. Overtime will be compensated for with Time in Lieu as per the award *(Live Performance Award 2010)*
- Complimentary tickets to Ensemble Theatre productions subject to availability

MAKING AN APPLICATION:

Email your application with **PRODUCTION ASSISTANT** in the subject line of your email, including a cover letter with your response to the selection criteria and a copy of your current CV, to Gayda de Mesa, Head of Production at gaydam@ensemble.com.au Please email requests for additional information.

We will be reviewing applications on a rolling basis and encourage early applications. **Applications will close on Friday, 13th November 2026 at 5pm**, if a suitable candidate is not found before then.

Ensemble Theatre welcomes applications from Aboriginal and Torres Strait Islander people, people from diverse cultural backgrounds, people with disability, refugee status and members of the LGBTQIA+ community.

*Please note: Applicants must be an Australian resident or hold a current, appropriate working visa.



THE QUEEN'S NANNY by Melanie Tait. Directed by Priscilla Jackman & Designed by Michael Hankin. Photo by Phil Erbacher