



Hudson Theatrical Associates
260 W 44th Street, Third Floor
New York, NY 10036

Job Title: **HTA Assistant Production Manager**

Hudson Theatrical Associates (HTA) is a leading provider of production management and technical supervision servicing Broadway & touring theatre, art & architectural installations, and live events around the world. To learn more about the company, please visit our website www.hudsonscenic.com. Location: New York, NY + Yonkers, NY + various on-site locations.

The Assistant Production Manager works in coordination with HTA Production Managers and Senior Management, primarily focused on administrative and logistical work for various theatrical and live entertainment projects. Work will take place at multiple locations, including but not limited to Hudson Theatrical Associates in Manhattan, NY, Hudson Scenic Studios in Yonkers, NY, and various install sites in and around the New York City metro area.

Key Responsibilities

- Work closely with HTA team during onsite installations in and around the New York City metro area.
- Assist with all production office responsibilities, including payroll, expense tracking, labor budget-to-actuals, trucking reconciliations, meeting notes, and calendar updates.
- Confirm and distribute daily crew call, teamster call, and trucking schedules during load in and load outs.
- Collaborate on reviewing and approving labor payroll and applying union labor contracts as needed.
- Assist in management of vendors in fabrication process, including tracking deadlines and deliverables, preparing shop documents for client submittals, and facilitating site or shop visits.
- Other work as needed.

Qualifications

- 1+ years of experience in live entertainment (management, touring or fabrication).
- MFA, BFA, or BA with concentration in theatre management a plus.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong organizational and clear communication skills, with the ability to track multiple moving parts.
- Team-oriented with a collaborative, positive, problem-solving mindset.

Start date on/around June 20, 2025. This is a temporary, full-time position with potential for future opportunities. HTA offers an excellent benefit package and is an equal opportunity employer.

Pay: 1,237.50 weekly.

Please apply by sending cover letter & resume (with references) to: hr-payroll@hudsonscenic.com