

SEATTLE REP

JOB DESCRIPTION

Seattle Rep is committed to producing the highest quality programming, and we believe that our ability to contribute to excellence in the arts depends on building a community whose members come from diverse cultures, backgrounds, and life experiences.

We are part of a growing movement in theater to ensure inclusion of those who have been excluded historically; focusing particularly on racial and ethnic groups, LGBTQ people, people with disabilities and women, ensuring they are at the decision making table, reflected in our programming, and represented on our staff.

Position Title:	Production Purchaser
Department:	Production
Supervisor:	Technical Director
Classification:	Seasonal (Aug-Apr), Part Time Non-Exempt (32 hours per week, 5 days)
Pay Rate:	\$17.00/hr

Seattle Rep Mission

Seattle Rep collaborates with extraordinary artists to create productions and programs that reflect and elevate the diverse culture, perspectives, and life experiences of our region.

Seattle Rep Vision

Theater at the heart of public life

Seattle Rep Values

Artistic Vitality, Sustainability, Generous and Inclusive Practices

Position Purpose and Summary

Facilitate the efficient production of theater by coordinating and acquiring the goods and services needed for the production department, in particular those supplies used by the Scene Shop and technical stage departments. This position is a benefits-eligible role.

ESSENTIAL FUNCTIONS:

Purchasing

- Research, order, and pick-up supplies and services for the Scene Shop, Stage Crews, and Production Department.
- Track and fulfill inventory needs for production supplies such as materials, fasteners, and finishes in the Scene Shop, lighting and sound accessories and equipment for the Stage Crews, and general needs for the Production Department.
- Track and adjust Seattle Rep's purchasing practices to support our Equity, Diversity, and Inclusion goals.

Administration

- Schedule and facilitate Seattle Rep shop vehicle use, upkeep, and service.
- Maintain purchasing and hour tracking databases in Microsoft Access.
- Reconcile credit card statements.
- Assist the production department with occasional event setup and other tasks as required.

Serve as an essential contributor to Seattle Rep's culture and success

- Add constructively to the collaborative and collegial health of the organization.

- Add actively and constructively to the EDI (equity, diversity, and inclusion) work of the organization, including attending all-staff training sessions.
- Engage with and strive to embody Seattle Rep's mission, vision, and values in all aspects of work.

REQUIRED QUALIFICATIONS:

- Valid Washington State Driver's License with good driving record
- Familiarity with and ability to drive both a full size pickup truck and a 16' box truck
- Ability to lift 50lbs
- Proficiency in Microsoft Office software, particularly Access, Excel, and Outlook
- Basic knowledge of theatrical technology and scenery construction materials
- Strong skills working in both team and solo environments
- Ability to work under pressure and meet tight deadlines
- Strong interpersonal skills

To apply, please send cover letter, resume and list of 3 professional references to:

Email: humanresources@seattlerep.org

Write in the email subject line: **"Production Purchaser"**

You may also mail application materials to:

Seattle Rep
Attention: Human Resources
155 Mercer Street
Post Office Box 900923
Seattle, WA 98109

Position Posted: October 17, 2019

Application Deadline: open until filled

Start Date: as soon as is practical upon hire