



the
VENICE INSTITUTE for
PERFORMING ARTS
at the **VPAC**

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Production Assistant – Media & Technical Operations

Venice Performing Arts Center (VPAC)
Venice, FL

About the Role

The Venice Institute for Performing Arts (VIPA) is seeking a Production Assistant – Media & Technical Operations to join our collaborative production team at the Venice Performing Arts Center (VPAC). This position plays a vital role in supporting live performances, creating visual media, and mentoring student apprentices in a fast-paced, professional performing arts environment.

This is an ideal opportunity for a technically skilled, creative professional who enjoys live production, visual storytelling, and working with high school apprentices while contributing to high-quality performances that serve our community.

Key Responsibilities

Media & Visual Production

- Create, manage, and implement graphics and video content for VIPA and VPAC productions
- Operate and troubleshoot Q-Lab and related media playback systems
- Integrate video systems with lighting, audio, and control protocols

Live Event & Technical Support

- Support live performances with video, sound reinforcement, and lighting as needed
- Assist with setup, execution, and strike for performances and events
- Work across departments to ensure smooth, high-quality production outcomes

Education & Mentorship

- Train and mentor high school apprentices in technical theater skills
- Model professionalism, teamwork, and safe production practices

Collaboration & Operations

- Collaborate with Director of Artistic Operations and Technical Director to support artistic goals
- Contribute to a positive, inclusive, and creative team culture
- Adapt to the changing needs of a dynamic performance schedule

The Venice Institute for Performing Arts (VIPA) is a 501(c)3 not-for-profit corporation; all donations are tax-deductible to the extent provided by state and federal law and 100% of such support is applied to VIPA's operations. A copy of the official state registration (CH49263) and financial information may be obtained from the division of consumer services by calling toll-free at 1- 800-435-7352. Registration does not imply endorsement, approval, or recommendation by the state. Tax ID# 81-1190704.

Performance and Box Office Address:
1 Indian Avenue, Bldg. 5 Venice, FL 34285
941.218.3779
information@vipam.org

Legal and Mailing Address:
101 Venice Ave W, Suite 27 Venice, FL 34285
VenicePerformingArtsCenter.com



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What We're Looking For

Required Qualifications

- Hands-on experience with Q-Lab and media playback systems
- Working knowledge of production workflows and technical interfaces
- Familiarity with live sound and lighting systems
- Strong communication skills and the ability to work effectively in a team-driven environment
- Demonstrated leadership or mentorship experience, especially working with high school students

Preferred Qualifications

- Experience in a performing arts center, theater, or live events venue
- Background in graphics, video production, or media design
- Comfort working in educational or apprenticeship-based programs

Schedule & Compensation

- Full-time position
- Evening, weekend, and some holiday availability required (performance-based schedule)
- Starting salary: \$45,000 (based on experience and qualifications)
- Benefits: Health, Dental, Vision

About VIPA & VPAC

The Venice Institute for Performing Arts (VIPA) is a 501(c)(3) nonprofit organization dedicated to managing the Venice Performing Arts Center while expanding access to high-quality performing arts and arts education throughout the community.

VIPA partners with Venice High School, local performing arts organizations, and world-class artists to present over 300 events annually, ranging from concerts and musicals to lectures and educational programs. Through VIPA's Apprenticeship Program, students gain hands-on, career-ready experience in a professional performance venue. Learn more at: <https://veniceperformingartscenter.com/>

How to Apply

Interested applicants should submit a **cover letter and resume** via email to erin.blankenship@vipam.org. Please include "Production Assistant – Media & Technical Operations" in the subject line.