



## **Assistant Stage Manager (\$400/week plus housing)**

The Assistant Stage Manager will work closely under the direction of the Artistic Director and the Production Stage Manager to assist with all aspects of the rehearsal and tech process including, but not limited to: pre-planning for each production, tracking of props/costumes, taking line notes, assisting with daily paperwork, supporting actors with line memorization, and other stage management and/or run crew duties as assigned by the Production Stage Manager. An ability to solve problems, facilitate solutions, and work with creative people from various backgrounds is essential.

### **Principle duties and Responsibilities:**

- Assist Stage Manager in the creation of paperwork: forms, lists, run order, scene shifts, etc.
- Assist Stage Manager and directors in all rehearsals hall needs.
- During rehearsals: perform daily setup and cleaning, track props and scenery, help create reports and daily calls all at the direction and assignment of the Stage Manager.
- During performance: perform daily setup and cleaning, assist in the maintenance of stage presets, assist in scenic changes and serve as the deck manager during the run of the show. All under the guidance of the Stage Manager.
- Maintain a safe and clean working environment including rehearsal hall, backstage area, and ASM office space.
- Maintain smooth calm operation of productions during Tech rehearsals and performances.
- Attend all needed production meetings.
- Work in a safe, efficient, and organized manner.
- Familiarity with Wagon Wheel safety manuals and operating procedures.
- **Any additional tasks as requested by the Production Stage Manager**

### **Skills:**

- Strong communication with excellent interpersonal skills practicing patience and compassion
- Positive attitude and ability to work in a colloquial manner
- Organized and flexible
- Ability to be self-sufficient and self-motivated
- Ability to prioritize and have good time management
- Proficiency with Google docs, sheets, and calendar