Assistant Stage Manager – Job Description

JOB TITLE: Assistant Stage Manager
ALTERNATE TITLES: ASM
REPORTS TO: Production Stage Manager
JOB TYPE: Seasonal, Salaried
SUPERVISES: Stage Crew

GENERAL JOB STATEMENT: Non-AEA candidates sought, however, working under an U/RTA contract, Music Theatre Wichita's Assistant Stage Mangers are able to earn credits via Equity's EMC points program. Music Theatre Wichita's SMs are represented by Actor's Equity and an ASM will have the opportunity to work with these professionals learning industry standards and best practices. ASMs will assist and support the Stage Managers during both the rehearsal period and the performance run. The ASM works with the SM's to help run the deck during performances.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assist Stage Mangers in the creation of forms, lists, run order, etc.
- Assist Stage Mangers and directors in all rehearsal hall needs.
- During rehearsal: perform daily setup and cleaning, track props and scenery, create reports and daily calls all at the direction and assignment of the Stage Managers.
- During performance: perform daily setup and cleaning, assist in the maintenance of stage presets, assist in scenic changes, and provide clear communication between the deck SM / calling SM and the crew all at the direction and assignment of the Stage Mangers.
- Maintain a safe and clean workspace including rehearsal spaces, backstage area, and SM office space.
- Maintain smooth, calm operation of productions during tech rehearsals and performances.
- Attend production meetings as needed.
- Work in a safe, efficient, and organized manner.
- Any other tasks as requested by Director of Production, Asst. Production Manager, Production Stage Manager.

QUALIFICATIONS AND SKILLS:

- 2 years' experience in theatrical stage management.
- Ideal candidate will be studying for or will possess a bachelor's degree in Technical Theatre or equivalent professional experience.
- Ability to remain calm and organized during high-stress situations.
- Excellent communication, organization, collaborative and interpersonal skills.
- Willingness to learn new techniques and methods in given field.