



Assistant Stage Manager

Job Description:

The Assistant Stage Manager (ASM) is an exempt, non-Equity position which reports to and works closely with the Equity Stage Manager (SM), and reports to the Production Manager (PM). The ASM serves as the assistant to the SM for all mainstage productions and Stage Manager for non-Equity productions and special events.

Essential Duties & Responsibilities:

- Prepares the rehearsal hall, creates actor packets and tapes out the floor prior to the beginning of each rehearsal process
- Attends, records and distributes minutes for production meetings
- Preps break area and pre-sets all props and set pieces prior to the start of each rehearsal
- Creates and updates prop tracking and scene shift paperwork
- Completes scene shifts and scene resets during rehearsals
- May be on book for rehearsals as designated by the SM
- Tidies up/restocks break area and cleans any necessary props at the end of each rehearsal
- Provides up to date paperwork to necessary departments to prepare for the first day on stage
- Assist with props and furniture transfer from rehearsal hall to theater main stage
- Works in tandem with Stage Crew Lead to set up prop tables and create signs and labels for the dressing rooms
- Trains the Stage Crew Lead on the running of the show
- Participates as backstage crew during performances depending on the needs of the show
- Shadows the SM in the booth to learn to call the show during performances when not assigned to crew duties or special events
- Assists the shop crew, stage crew and props department with strike when a show closes
- SM or ASM for special events including but not limited to: Perlberg Festival of New Plays, Legacy Project, Young Playwright's Contest (1-minute and 10-minute), Summer Academy, One Humanity Tours, Annual Gala and other seasonal events
- Attend staff meetings
- Assist other departments as needed and/or directed by the PM

Qualifications & Requirements:

- Bachelor's degree in Theatre or related occupational field **OR** 1+ years professional experience in stage management
- Experience working with Equity performers and stage managers preferred
- Secondary skills in any technical area (wardrobe, lights, sound, video, etc.) is beneficial to candidacy
- Strong troubleshooting skills
- Ability to multitask, prioritize, and meet deadlines in a fast-paced environment
- Exceptional organizational and time management skills
- Ability to engage in positive, productive, and collaborative communications with team members, executive staff, patrons, vendors, and other stakeholders.
- Flexible schedule for evening and weekend work calls, special events, rehearsals, etc.
- Reliable transportation and a valid driver's license
- Must clear a Level 2 background check
- Ability to lift (up to) 50 pounds
- Three references that have had direct supervision

Salary:

\$45,000 per year

To apply, please e-mail a cover letter and resume to our Production Manager, Roger Arnold at rarnold@palmbeachdramaworks.org. No phone calls please.