



Job Description

Assistant Stage Manager (ASM) For TMC's Adult Theater Ensemble

Job Title **Assistant Stage Manager (ASM) for Adult Theater Ensemble Program**

Reporting to **Director & Producer**

Stipend: **\$400**

Hours/Schedule: **Starts Dec. 2019 with Director (See Rehearsal Schedule)**

Auditions: **Nov. 19th - 21st // Dec. 9th - 11th, 2019**

Rehearsals begin January 13th and meets Mondays - Thursdays from 6:00 pm - 10:00 pm

Show Dates : **March 6th, 7th, 13th & 14th, 2020**

The Organization:

The Miracle Center's (TMC) mission is to use the performing and visual arts as a tool for personal and professional growth via self-expression for youth and adults. TMC nurtures and encourages the development of the next generation of professional artists by offering them opportunities to perform and exhibit their work.

Job Summary:

To provide practical and organizational support while also assisting the stage manager throughout the entire production process. You may also need to assist the director, actors, production team and stage crew upon the stage manager's request. Most importantly it your job to facilitate communication between the stage manager, crew and actors, as well as ensuring safety while stationed offstage. The ASM helps with complex set changes, quick changes, calling the show for the actors, and preparing the stage before performances and during intermission.

Job Responsibilities Include:

Before rehearsals, it is the job of the ASM to help the Stage Manager tape out the floor plan, distribute scripts, and pull rehearsal props and furniture that may be needed during rehearsal. They should also help the Stage Manager insure the stage/rehearsal space is ready. This could include sweeping, setting up furniture, set pieces, and props.

During a Rehearsal:

ASMs can take on a ton of different jobs. Some of these tasks may include (but not limited to)...

- Assisting the Stage Manager with administrative tasks (for example, the stage manager may delegate calling latecomers to the ASM so that the Stage Manager can stay in rehearsal and take notes)
- Taking notes and updating the prompt book if the stage manager is sick or otherwise unable to attend rehearsal.
- Acting as stage manager and taking notes in separate rehearsals (for example, the stage manager may stay with the director and take blocking notes while the ASM goes with the choreographer to record dance combinations)
- Liaising with the costume and props team
- Standing onstage as a placeholder for an absent actor
- Reading cue lines or prompting actors during run-throughs (so the stage manager is free to take notes)
- Running lines with actors who are at rehearsal but not being used at that moment
- Reviewing blocking and choreography while other scenes are being rehearsed.

During Performances:

Because the Stage manager calls the show from the booth, the ASM is expected to run backstage during tech rehearsals and performances. After rehearsals and/or performances, the ASM should help the Stage Manager insure all props, costumes, set pieces, and furniture is put away. Lastly the facility must be cleaned and help the Stage Manager makes sure the facility is locked up.

Other tasks that an ASM may take on during a performance include (but not limited to)...

- Be able to communicate any issues that are going on backstage to the Stage Manager and other Operators while performances are happening
 - *Ex:* Communicating to the booth that the actor may be late for a cue so that stage manager can make a cue adjustment.
- Able to problem solve and deal with emergencies backstage
 - *Ex:* Helping with quick changes, grabbing forgotten props, or touching up makeup
- Assist with set changes during the show and in between acts while making sure these happen efficiently
- Assist with special effects such as fog machines, snow machines, confetti cannons, and other technical aspects

Lastly once the show closes, it is the job of the Stage Manager along with the ASM to be present for the strike and make sure that every actor and production team member is present. Before strike can be finished it is the job of the ASM to help the Stage Manager to make sure that all props, costumes, set pieces are put away where they were found.

Essentials:

- A passion for theatre and the performing arts
- Establish a positive working environment during rehearsals and performances for the actors and all members of the production team
- Promote a culture of high performance and continuous improvement that values learning and commitment to quality production and willingness to work with actors.
- Able to take command of the space when direction needs to be given to the actors
- Three or more years of experience in the theatre and/or performing arts sector
- Experience in devising rehearsal and production schedules
- Able to engage and good communication skills with TMC Staff, Production Team, Actors, and Volunteers
- Able to come to all rehearsals, tech rehearsals, pick-up rehearsals, production meetings, and performances
- Able to roll with the punches and adapt to change when necessary
- An aptitude for dealing with difficult situations
- Able to take quick, clean, and accurate notes.
- Good IT literacy with Microsoft Office Packages, Google Drive, (Doc, sheets etc.), email etiquette, and knowledgeable of QLab
- A thorough knowledge of the methods, practices, techniques, materials, tools, and equipment used in the operation of stage settings, rigging, scenery and lighting systems
- Ability to read and produce technical drawings
- Able to communicate with all members of the production when changes are made or when things are needed
- Able to build a strong relationship with the actors and with the members of the production team
- Experience working with automated lighting controls, digital sound consoles and QLab
- Ability to handle multiple tasks with accuracy and to establish and meet deadlines in a timely manner
- High professional standards with acute attention to details
- Exceptional communication and collaborative skills with a demonstrated ability to lead and work with TMC Staff, production team and actors

To Apply:

To apply, please submit your CV and resume to Vanessa Torres: Torres.Vanessa@gmail.com

Email Subject Line: Assistant Stage Manager for Adult Theatre Ensemble Position