

CCAETHEATRICALS



Assistant Stage Manager:

Part-time, hourly, nonexempt, \$20/hour

Approximately 30-35 hours per week.

Reports to the Stage Manager and works closely with other departmental leaders and apprentices.

Hybrid: Some remote work with a majority of in-person rehearsal hours.

CCAETheatricals

CCAETheatricals is a nonprofit professional theatre company based in Escondido, CA. The mission of the organization is to celebrate the human connection through theatre and education by sharing stories that illuminate the individual experience and cultivate a collective voice. Learn more at theatricals.org.

Job Description

The Assistant Stage Manager is responsible for coordinating all aspects of rehearsals and performances in support of the Stage Manager. They work to help organize people and paperwork, take general, blocking and line notes during rehearsals, help organize costume fittings, prop lists, and other pertinent show data and assist the Stage Manager in both rehearsals and performances. ASMs are highly organized, detail oriented, proficient with the Microsoft Office Suite and Google Suite, creating documents, and calm under pressure. The ASM works with the SM to help run the deck during performances.

Time Frame

August 19, 2024 - October 6, 2024

Responsibilities

1. Work closely with the production team to bring the artistic vision to life on stage.
2. Work collaboratively with the Stage Manager, direction team and designers to fulfill the vision and concept of the production.
3. Assist the Stage Manager with all rehearsal prep duties – setting up the space, taping out the ground plan, and other duties as necessary.
4. Maintain and distribute necessary paperwork, including: deck run sheet, costume tracker, entrance/exit plot, and any other relevant paperwork requested by the Stage Manager.
5. Attend all production meetings and rehearsals.
6. Work collaboratively with the properties designer to receive all show props and organize the backstage prop shelves and tables.
7. Make sure the stage floor is swept and mopped before every tech rehearsal and performance.
8. Run the deck during the tech rehearsals and performances. This includes managing deck crew, knowing all placement and movement of scenic pieces and props, and keep an accurate run sheet for all crew as well as the production manager and Stage Manager.

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9. Facility Care including preparing rehearsal halls before the start of each day, returning space to Neutral on rehearsal dates.
10. Be on site for all performances; respond to emergencies and problems with maturity and intelligence.
11. Be the first to arrive and the last to leave all rehearsals and performances.
12. Attend and supervise strike (along with Production Manager).

Desired Qualifications & Skills

- Minimum 3 years' experience in theatrical stage management.
- Ideal candidate 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 skills.
- Positive attitude and the ability to work in a collaborative manner.

Benefits

- Mentorship from experienced professionals in the field.
- Opportunities for networking and professional development.
- Exposure to diverse perspectives and innovative approaches to theatrical production

Questions about this role can be emailed to the Managing Producer, **Jordan Beck**
jbeck@theatricals.org