



## Non-Union Assistant Stage Manager Job Description

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### POSITION SUMMARY

City Springs Theatre Company, a LOA/LORT D, is seeking qualified non-union applicants to serve as Assistant Stage Manager (ASM) for the remainder of the 2019-20 season. Candidates must possess exceptional organizational and computer skills. A college degree with experience/training in stage management procedures/practices is preferred. Candidate must be self-motivated, organized, collaborative, a fast learner, positive and professional. Successful candidates may be asked to return for the 2020-21 season. The ASM is part of the management team of the production and should set an example in punctuality and professionalism. It is important that the ASM is flexible and will take initiative.

### DUTIES AND RESPONSIBILITIES

- Assist the AEA Production Stage Manager (PSM) with all responsibilities, including attending production meetings, running rehearsals, clerical organization, and ensuring the smooth execution of the performances.
- Prior to first rehearsal, ASM will assist the PSM in taping out the floorplan, distribution/copying of scripts, pulling and organizing rehearsal props and furniture, and any needed clerical responsibilities.
- Assist PSM in ensuring the stage or rehearsal space is organized, cleaned and ready, including sweeping, setting up furniture, set pieces, and props.
- PSM may ask the ASM to contact company members that are late or had a schedule change within 24 hours.
- Notate blocking through a standard and approved method.
- ASM may be required to be "on book". A procedure for prompting should be arranged with the actors and director.
- Run the "deck" during tech rehearsals and manage either stage left or right during performances.
- Ensure safety protocols are met on the deck for actors and crew members.
- Have complete understanding of the placement and movement of scenic pieces and props for rehearsals and performance.
- Responsible for training/managing the running crew for SL or SR.
- Help the PSM ensure that post rehearsal and performance spaces are reset.
- ASMs should have knowledge of the fly rail.
- Other duties as assigned by the PSM.

### PROFESSIONAL QUALIFICATIONS

The successful candidate will have:

- A bachelor's degree in theatre, theatre production, arts management, or related field and/or equivalent professional work experience
- Three (3) years in professional theatre stage management preferred
- Familiarity with union contracts for Actors' Equity Association, IATSE, and the AFM a plus
- Proficiency in all Microsoft Office and Google applications
- Ability to communicate clearly and professionally in oral and written forms.



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- Highly organized, flexible, collaborative, motivated, and a fast learner
- Attention to detail in paperwork and process-oriented

### **ADDITIONAL QUALIFICATIONS**

This position also requires an individual who is:

- Committed to the mission of City Springs Theatre Company
- Self-motivated, honest, thoughtful and composed
- While exceptionally detail-oriented, can also focus on large concepts and strategic issues
- Able to navigate through diverse and sometimes competing priorities
- Collaborative and collegial in work relationships

### **COMPENSATION**

City Springs Theatre Company offers competitive pay commensurate with candidate qualifications and comparable organizations.

### **EQUAL OPPORTUNITY EMPLOYER**

City Springs Theatre is committed to developing a work environment that is reflective of the diverse community that it serves. Applicants from all populations and underrepresented groups are encouraged to apply. Consideration for employment will be given to all applicants without regard to race/ethnicity, gender identity/sexual orientation, age or ability.

### **ABOUT CITY SPRINGS THEATRE COMPANY**

City Springs Theatre is dedicated to entertaining, educating, and enriching the community while contributing to the cultural and economic development of Sandy Springs, by creating world class theatre experiences for the metro Atlanta area, through affiliation with the Sandy Springs Performing Arts Center. Through Broadway-style musical theatre featuring regional and national artists, creating a broad range of arts education programs for the enrichment of the community, and providing entertaining and inspiring productions for diverse audiences, City Springs Theatre establishes Sandy Springs as a growing cultural center. City Springs Theatre is a 501(c)(3) non-profit cultural organization. For more information, visit our web site: [www.CitySpringsTheatre.com](http://www.CitySpringsTheatre.com).