



POSITION DESCRIPTION: Assistant Stage Manager

HOURS: Estimated Minimum 100 hours/production

General Accountabilities

The assistant stage manager reports to the stage manager and assists them with execution of their duties (i.e. planning auditions and rehearsals, overseeing set, props, wardrobe, sound effects and lighting, and coordinating move-in and tear-down).

Specific Duties

- Assisting with making props list
- Assisting Props department if sourcing props required
- Line notes
- Ensuring safety of cast and crew
- Communication with Stage Manager from back stage during performance
- Helping with complex set changes
- Helping with quick costume changes offstage
- Preparing the stage for performanceSetting running props
- Other tasks as assigned by Stage Manager