

Playhouse Theatre Group, Inc.

Position Title: Assistant Stage Manager

Reports to: Production Stage Manager, Production Manager

ASSISTANT STAGE MANAGER

Job Details

Overview:

Playhouse Theatre Group is hiring an experienced Non-AEA Assistant Stage Manager to join its staff at Playhouse on Park.

Playhouse on Park is professional theater operating a 163 seat black box theater in West Hartford, CT. We produce a varied season of work including plays, musicals, dance performances, theatre for young audiences, and occasional one-off events such as stand-up comedy nights, play readings, and small concerts.

Responsibilities:

The Assistant Stage Manager (ASM) is responsible for assisting with stage managerial duties in the rehearsal room and backstage during the run of performances. This position also supports wardrobe and may facilitate quick changes, perform minor costume repairs and show laundry during the run of shows. The ASM works underneath the Production Stage Manager and works closely with the Production Manager, Technical Director, and guest directors; oversees and facilitates backstage activity during performances; and prepares paperwork necessary to the run of each production. The ASM position will also learn to call each show to serve as an internal cover for the PSM.

The ASM may perform or oversee any or all of the following:

- Serving as backstage run crew for Playhouse on Park performances. Duties will include prop handling, completing pre and post-show checklists, costume tracking, executing costume changes, prop hand-offs, set transitions, and facilitating backstage action
- Create and execute tracking paperwork for props and scene transitions, line notes, and other necessary paperwork as directed
- Assist with the daily set up and break down of the stage and rehearsal space(s) including maintaining the cleanliness, orderliness, and safety of all backstage areas
- Work with the Playhouse on Park leadership team as an active participant in ensuring consistent quality, guaranteeing a high level of performance, and preserving high production values for all Playhouse Theatre Group productions
- Along with the PSM, assist in the creation and distribution of daily schedules for rehearsals, technical rehearsals and performances
- Assist the creation, maintenance and accuracy of each production's prompt script, run sheets, and production checklists for management and archive purposes
- Assist in communicating and upholding theater policies among guest artists,
- Maintaining a positive, professional, and professional environment between performers, the run crew, and patrons
- With the PSM, assist with performing pre and post-show duties, including setting/striking costumes and props, completing show laundry and checking dry cleaning, as well as general upkeep of the green room and dressing rooms as needed

- Complete minor costume or prop repairs, and track consumables as needed during performances
- Ensure safe working conditions for the staff, creative team and performers, including liaising with the Technical Director to perform safety walkthroughs of the space
- Work with Production Manager to keep basic production supplies stocked
- Liaise with Company Manager to communicate and support guest artists needs
- Attend monthly staff meetings and participate in relevant production meetings
- General theater duties for off-weeks may include pre-production preparations, stage managing one-off events, organizing and maintaining PTG-operated rehearsal/storage/performance spaces, etc.
- Additional duties that are broadly in-line with the above responsibilities, as assigned

Qualifications and Abilities:

- 1-3 years' experience of Stage Manager or Assistant Stage Manager work in a professional theatre, or equivalent educational and work experience
- Maturity and understanding of the artistic process; excellent interpersonal, teamwork, discretion, and diplomacy skills
- Ability to maintain artistic direction and integrity
- Familiarity with AEA Single Engagement Agreement rules and regulations
- Proactive problem-solving and creative thinking
- Ability to lift up to 30 pounds
- Proficiency in the Microsoft Suite, Google Drive, Q-Lab
- Well-developed verbal, organization, and communication skills
- Works well under pressure and with many personality types
- Ability to work independently and collaboratively in a fast-paced, rapidly-changing environment

Helpful relevant experience:

- Ability to read and understand technical drawings
- Experience rehearsing understudies and swings

Additional Information:

This is a full time, hourly position paying \$18/hour

Working hours can vary based on the production calendar, with an average of between 32 and 40 hours per week. Work schedule will regularly include evenings and weekends during tech rehearsals and performances.

Benefits include the option for health insurance, complimentary tickets to Playhouse on Park productions, and two weeks + 3 personal days of paid vacation per year.

Please submit a cover letter, resume, and references to info@playhousetheatre.org.

Applicants from all backgrounds are strongly encouraged to apply. Playhouse Theatre Group, Inc. is an equal opportunity employer. We will not discriminate against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.