Summer Independent Internship Description

**Internship Title:** Assistant Stage Manager

**Reports to:** Summer Independent Production Manager, Stage Manager

**Supervisor:** KIDSTAGE Production Manager

**Position Overview:**

The Assistant Stage Manager is responsible for coordinating all aspects of rehearsals and performances, in conjunction with the needs of the Stage Manager. They organize people and paperwork, take general and line notes during rehearsals, help organize costume fittings, prop lists, and other pertinent show data and run both rehearsals and performances.

Once the show transitions to the stage, the Assistant Stage Manager is responsible for all activities onstage and backstage. They coordinate all scene changes, assist the head wardrobe with coordinating costume changes, and are responsible for the health and safety of all actors and crew backstage.

Assistant Stage Managers are highly organized, leaders, detail oriented, proficient with Microsoft Office, and calm under pressure.

**Principal Duties and Responsibilities:**

- Work collaboratively with the Stage Manager, direction team and designers to fulfill the vision and concept of the production
- Assist the Stage Manager with all rehearsal prep duties – setting up the space, taping out the ground plan, and other duties as necessary
- Maintain and distribute necessary paperwork, including deck run sheet, costume tracker, entrance/exit plot, and any other relevant paperwork requested by the Stage Manager
- Work collaboratively with the Properties Designer to receive all show props and organize the backstage prop shelves and tables.
- Make sure the stage floor is swept and mopped before every tech rehearsal and performance
- 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
- Oversee facility care, including preparing rehearsal halls before the start of each day and returning space to neutral
- Be on site for all performances and supervise production from backstage
  - Respond to emergencies and problems with maturity and intelligence
- Attend all production meetings and rehearsals
- Be the first to arrive and the last to leave all rehearsals and performances
- Check email on a regular and consistent basis, and respond to emails in a timely manner
- Report all incidents and emergencies to KIDSTAGE staff
- Attend and supervise strike along with Production Manager and Stage Manager
  - Return the rehearsal rooms to neutral at the end of the production process, including removal of tape and documents, and returning rehearsal props with the assistance of the Properties Designer
- Communicate and enforce KIDSTAGE Expectations of Behavior
Primary Project Responsibilities:

- Create and maintain Run Sheet
- In conjunction with the Stage Manager, create and maintain scenic tracking, prop tracking, and costume tracking lists, and provide updates and requests to designers as necessary

Education and/or Equivalent Experience Preferred:

- Pursuit or intent to pursue an undergraduate degree in stage management or related field.
- Experience Stage Managing or Assistant Stage Managing one or more shows
- CPR and First Aid certification recommended

Other Skills, Ability and/or Knowledge:

- Working knowledge of professional theatre management practices and personnel management
- Proficient in programs including but not limited to Excel, Word, and Dropbox
- Ability to manage shifting and competing priorities
- Exercise good judgment and discretion
- Flexibility in projects and schedules
- Attention to detail
- Strong organizational skills
- Ability to execute projects efficiently and according to schedule
- Ability to work independently and to maintain a positive work atmosphere
- Work schedule varies and includes evening and weekend hours
- Possess interpersonal communication and organizational skills
- Calm and professional demeanor, sense of humor encouraged

Supervisory Responsibilities:

- Supervise and advise all deck crew
- Supervise all actors during rehearsals and performances

Supervisor
Signature: ___________________________ Date: ____________

Intern
Signature: ___________________________ Date: ____________

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.