

ASSISTANT STAGE MANAGER

The Assistant Stage Manager aids the Stage Manager in coordinating paperwork, scheduling and guidance of the cast and crew.

* No previous experience necessary

Responsibilities

- Help the Stage Manager to send any emails or notices about auditions and casting
- Help the the Stage Manager with distribution of rehearsal and performance reports
- Keep blocking notes
- Remind cast and crew of sign in for rehearsals and performances
- Assist SM in communicating with cast and Production Team
- Help set up stage and props for rehearsals and performances
- Aid SM in taping out the ground plan
- Take additional notes in Production Meetings for SM
- Confirm cues during Paper Tech (mainly crew and entrances)
- Act as part of Run Crew backstage during Tech and performances (as needed)
- Help to clean up after rehearsals and performances

Participation

- Initial Meeting with Stage Manager (and Director)
- Auditions (potentially)
- All Design and Production Meetings
- All rehearsals, including Tech and Dress Rehearsals
- Paper Tech
- All Performances
- Strike

* May be more than one ASM on a production who can split responsibilities at discretion of SM