

Resident Asst. Stage Manager

Northern Stage, a LORT D 240 seat regional theater in White River Junction, VT, seeks an experienced Assistant Stage Manager for its 2022-2023 season. Northern Stage produces a mainstage season, an education season, a New Works festival, and 4-6 other events year-round. This position will work closely with visiting Equity and non-Equity ASMs and PSMs in coordinating all stage management activities necessary to execute programming.

Responsibilities include but are not limited to:

- Manage the day-to-day activities of the SM department. Coordinate purchasing/maintenance of all SM materials, supplies, and equipment, and oversee the workflow of the SM Apprentice.
- Work with the director and stage management team to run the rehearsal room, including but not limited to tracking props, managing schedules, being on book, incorporating script updates, and maintaining hospitality.
- Build schedules, running paperwork, and other organizational documents, managing the creation and upkeep of said paperwork as needed.
- Oversee the run crew for all relevant productions and events.
- Work to keep the rehearsal spaces and backstage areas clean and organized.
- Provide support for events outside the mainstage and education seasons.
- Support other production departments as needed, promoting a safe and healthy work environment alongside other staff and apprentices.

Qualifications:

- College degree in technical theatre or 2+ years professional stage management experience.
- Excellent communication and problem-solving skills.
- Ability to work independently and in collaboration with others.
- Ability to maintain grace under pressure and to keep up a positive attitude in the rehearsal room and backstage.
- Ability to prioritize, multi-task, and work quickly and accurately with attention to detail.
- Ability to read a ground plan and tape out theatrical floor plans.
- Proficient in Microsoft Office.
- Valid driver's license.
- Comfortable working at heights in excess of 20 feet in a lift and on a tension mesh grid a plus.
- Ability to safely lift 25 lbs.

Job Type Full time, with some nights and weekends required

Contract Dates: 5/9/22 - 5/28/23 with possibility for renewal

Compensation: \$17/h + overtime paid at time and a half

Benefits: Dental, Vision, Life insurance, and PTO. Subsidized housing available for rent through Northern Stage.

How to apply: Submit the following materials via Submittable:

<https://northernstage.submittable.com/submit/215789/production-staff-employment-application>

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- Cover letter
- Resume
- Three (3) professional references

We believe the most important and impactful art is made when we consider and commit to inclusion, diversity, equity and access both on and off of our stage. We highly encourage folks who are Black, Native or Indigenous, People of Color, Queer or Trans, Poor or Working Class, Disabled, Young, Elderly, and/or who speak English as a second language to apply. To learn more about Northern Stage, please visit our website: www.northernstage.org.