



GREAT Theatre Job Description

Job Title: Assistant Stage Manager

Department: Production

Employment Status: Temporary - Per Show

Supervisor: Grace Wright, Company Stage Manager

Application: To apply, please email jobs@greattheatre.org the following information:

- **Subject Line:** [Your Name], Assistant Stage Manager
- **Contents:** a written introduction of yourself and an attached cover letter and theatrical resume.

About GREAT Theatre:

Great River Educational Arts Theatre (GREAT), is a non-profit community theatre that enriches lives by bringing people together to build lasting connections through theatrical storytelling that challenges, educates, entertains, and inspires. Through dynamic on-stage programming that consists of producing 7 full-scale shows featuring local talent, multiple production collaborations, and innovative off-stage educational outreach throughout Central Minnesota, we invite people to be part of the story to build a more vibrant community, celebrate differences, and create a sense of belonging for everyone. By reaching more than 50,000 people each year, GREAT brings our community together through the transformative power of the arts.

GREAT is committed to attracting and retaining employees with varying identities and backgrounds. We aspire to create a team that represents the diversity of our community while creating a space that encourages and embraces inclusiveness, equal opportunity, and respect. Additionally, we are committed to anti-racism through ongoing and consistent action, moving with urgency while identifying both immediate and long-term strategic actions, both as individuals and collectively as an organization.

Position Summary:

The Assistant Stage Manager (ASM) supports the Stage Manager in coordinating rehearsals, performances, and backstage operations to ensure a smooth and efficient production. Responsibilities include tracking blocking, managing props and scene changes, communicating with the cast and crew, and maintaining schedules and cue sheets. The ASM helps enforce safety protocols, problem-solving, and may assist in calling cues when needed. Strong organizational, communication, and multitasking skills are essential, along with a solid understanding of theatre production. This role

is vital in maintaining a seamless backstage environment and supporting the overall success of the show.

Job Function

As an Assistant Stage Manager, you'll get to:

- Attend production meetings, rehearsals, and performances as scheduled.
- Assist the Stage Manager in all phases of production, ensuring clear communication among all departments.
- In the absence of the Stage Manager, complete rehearsal and production meeting reports.
- Promote a safe and organized environment backstage and in rehearsals.
- Create and maintain production paperwork, including entrance/exit plots, props presets, run sheets, and other documentation.
- Track and notate cast entrances/exits, scenic elements, props, and costumes.
- Arrive 30 minutes prior to rehearsal to set up the space and verify scenic, prop, and costume presets.
- Conduct daily safety checks of onstage and backstage areas.
- Maintain cleanliness of rehearsal spaces, including sweeping, mopping, and organizing.
- Assist in setting up chairs and music stands for music rehearsals.
- Check in cast and crew at call times and report absences or tardiness to the Stage Manager.
- Supervise backstage volunteers, providing guidance and resolving any issues.
- Coordinate and oversee the running crew during technical rehearsals and performances, including cueing crew movements and scene shifts.
- Perform additional duties as assigned to support the technical and staging aspects of the production.

This might be the job for you if:

- You have prior experience in stage management or backstage operations is preferred.
- You have strong organizational and communication skills.
- You have the ability to work collaboratively in a fast-paced environment.
- You are willing to uphold GREAT's mission by fostering a fun, educational, and inclusive theater experience.
- You maintain a professional and respectful demeanor while representing GREAT.

Job Requirements:

- Must pass a State of Minnesota background check.
- Must abide by copyright laws and GREAT's licensing agreements.

Schedule & Compensation:

This position requires flexibility, as theater schedules are subject to change. The ASM must be available for staging rehearsals, load-in, tech/dress rehearsals, performances, and strike. Absences must be pre-approved by the Company Stage Manager. Schedules vary from show to show.

Compensation: A stipend of \$600, paid in two installments.

Additional Benefits: Two complimentary tickets to opening night.

If you have any questions about the job or hiring process please reach out to Grace Wright, Company Stage Manager & Production Assistant. Grace@GREATTheatre.org. 320.258.2787. Learn more about GREAT Theatre at www.GREATTheatre.org.