

## STAGE MANAGER

Stage Managers are responsible for facilitating the technical details of a theatrical production, assisting the director during rehearsals, overseeing scheduling, ensuring safe work practices are followed, keeping the prompt book, managing cast relations and sharing information. Stage Managers assume full responsibility for the stage during a performance of a play. Stage Manager candidates are required to:

This is a show specific opportunity. There will be a set schedule for the show, which may require the stage manager to commit to 5-6 days of work per week, 4 + hours a day (evenings & weekends), for a period up to 9-12 weeks (first rehearsal – end of show). Attendance for weekly production meetings and attendance at the audition weekend is also encouraged.

- Be a punctual, self-motivated and well-organized individual with excellent focus and attention to detail
- Be able to create and sustain a pleasant work environment for show staff, volunteer cast, and volunteer crew
- Be 18 years of age or older
- Have reliable transportation
- Experience as an Assistant Stage Manager is required before stage managing a show.

## ASSISTANT STAGE MANAGER (ASM)

An Assistant Stage Manager assists the Stage Manager in all areas of rehearsal and attends most rehearsals, as other duties permit. ASMs manage backstage activities and crew during tech rehearsals and performances. They also may take responsibility for the Props Team. Assistant Stage Manager candidates are required to:

This is a show specific opportunity. There will be a set schedule for the show, which may require the assistant stage manager to commit to 5-6 days of work per week, 4 + hours a day (evenings & weekends), for a period up to 9 - 12 weeks (first rehearsal – end of show). ASMs attend weekly production meetings.

- Be a self-motivated individual with good people skills who is able to follow directions well and take thorough notes
- Be 18 years of age or older
- Have reliable transportation

## PROPERTIES (PROPS) TEAM

Properties (props) are the movable items used by the actors during a play, and can include large items such as furniture and smaller items, such as books, glassware, umbrellas, etc. The Props Team must find (buy, rent and/or create) all props required for a show, based on the lists provided. Help is needed both by those who visit stores for possible items to be purchased and

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those who have creative skills (crafting, painting, work-working, mask making, sewing, etc.) needed to construct original props, such as fake food, etc.

This is a show specific opportunity. There will be a set schedule for the show, which may require the members of the props team to commit to 2-3 days of work per week, , for a period up to 9 - 12 weeks (first rehearsal – end of show).

Members of the Props team may also work as Props running crew during performances. If so, they will be asked to attend later rehearsals of the play to be aware of how the actors use the props and where they are placed. If working on the Props running crew, duties include:

- Assist in the load in of props to the theatre and their set up backstage
- Prepare props before the show, as needed, such as food and drink
- Carry out assigned tasks through the performance, including scene changes and working with actors on specific props movements
- Assist in the care of props through the run of the show
- Assist in the load out from the theatre, and in the return of borrowed/rented items to the owners
- Be 16 years or older, self-motivated and follow directions well
- Have reliable transportation

The above description is designed to provide emerging community based theatre makers with little previous production experience a framework of the position. This is not a comprehensive listing of all duties associated with the role. Positions are subject to change depending on the specific needs of the project.