

VTF – Assistant Stage Manager

About this Job

Virginia Theatre Festival is seeking an Assistant Stage Manager to join our team for our Summer 2022 season. Qualified candidates should exhibit attention to detail and be able to prioritize and execute tasks accurately in a fast-paced work environment. Applicants must have excellent interpersonal, organizational, collaborative, and communication skills. Every member of our company should always have a willingness to learn as well as a commitment to a safe and equitable work environment. All employees are required to follow the University of Virginia and the Virginia Theatre Festival's COVID-19 Protocols.

This position reports to the Production Stage Manager and will support the rehearsal process, run, and strike of our season's productions.

Pay Rate and Benefits

\$18.50 per hour. We provide housing within walking distance to the theatre and various restaurants for those employed from out of town.

Duration

June 13, 2022 through August 1, 2022. This position will work 40 hours/week with eligibility for overtime in variable schedules. Day, weekend, and evening hours required.

Work Authorization Requirements

US work authorization is required.

JOB DUTIES

- Assist the Production Stage Manager through the rehearsal process and run of shows for one our season's productions.
- Assist the Production Stage Manager in the development of show related paperwork and its implementation.
- Set up and clean the space at the start and end of all rehearsals.
- Take line notes and assist in developing blocking notes during the rehearsal process, deliver lines when necessary once performers are off book.
- Act as the liaison between the backstage area and the Production Stage Manager during the technical process and the show's run.
- Help supervise the backstage area in tandem with the ATD Run Crew Chief and coordinate the proper placement of scenic and stage elements and props.
- Occasionally fill in when necessary for the Production Stage Manager.

REQUIRED EXPERIENCE AND SKILLS

- Previous experience in assistant stage management at the university or professional level.
- Ability to work under pressure while attending to the needs of multiple constituents.
- Strong written and oral communication skills
- Safety awareness and prioritization.
- Keen eye and ear for detail.
- Ability to troubleshoot and resolve conflicts.
- Proficiency in Microsoft Office Suite and related equivalents.

TO APPLY

To apply for this position, please email your resume to us as follows:

Subject line: ASSISTANT STAGE MANAGER - your last name and first initial

Example: ASSISTANT STAGE MANAGER - Smith, J.

Email to: virginiatheatrefestival@virginia.edu