

**Assistant Stage Manager** Role Description

The Assistant Stage Manager will fulfill a variety of duties, including administrative tasks, setting up rehearsals, coordinating scene changes and helping backstage during performances. Their responsibilities are flexible and vary depending on the production's scale and needs, requiring strong organizational, communication, and leadership skills.

* **During Rehearsals:**
  + **Administrative Support:** Taking notes, distributing printed materials, filing and assisting with other clerical tasks. Sending weekly project emails to the sets crew.
  + **Logistics:** Helping set up and clean up rehearsal spaces, including props and furniture. Helping to ensure altar, choir area, church and all campus rehearsal spaces are respected and
  + **Actor Support:** Helping actors rehearse lines when they have downtime, and calling lines when actors are at the “off book” phase of rehearsals. Review blocking with actors if called upon. Help to mentor and engage our young actors.
  + **Tracking:** Keeping records of cast entrances and exits and communicating absences. Greeting parents as child actors are dropped off and picked up and ensuring each child is picked up by a parent, older sibling or authorized adult.
  + **Communication:** Serving as the SMs second set of ears and eyes, and relaying information, insight and concerns back to the SM.
* **During Performances:**
  + **Backstage Support:**  Helping run crew, mic technicians & wardrobe in whatever capacity is needed.
  + **Support:** Being ready to take over the Stage Manager's duties if they are unable to perform them.  Helping foster a performance environment that is positive, supportive and respectful to everyone involved. Respect the church, classrooms and campus rehearsal spaces.
  + **Key Skills and Attributes:**
* **Organization:** Demonstrating ability to keep track of various elements for the production.
* **Communication:** Practicing clear and effective communication to relay information and direction. Handles all interactions with grace, support and respect. Is collaborative and utilizes a team-focused approach to support all aspects of the production.
* **Calm Under Pressure:** Maintaining composure and efficiency in all situations and circumstances, and encouraging others to do the same.
* **Flexibility & Initiative:** Adapting to changing needs and taking on tasks as they arise. Be an inspiration to others. Sept. 2025