

# THEATER WORKS HARTFORD

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Job Title: **Assistant Stage Manager (non-union)**

Department: Production

Reports To: Director of Production & Production Stage Manager

Start Date: As soon as available

Salary: \$35,000 annually

FLSA Status: Salaried, Exempt

## **General Outline:**

The Assistant Stage Manager oversees and coordinates backstage operations for all productions; with Stage Manager, supports rehearsals and performances for every production, working closely with cast, creatives, guest artists and TWH staff.

## **About TheaterWorks Hartford:**

Innovation, Ingenuity and Intimacy

**TheaterWorks Hartford** (TWH) presents contemporary American Theater to an audience of 36,000 in the heart of Connecticut's capital city. TWH takes pride in its agility and resilience turning this past year's pandemic into an opportunity to pivot programming while remaining committed to important storytelling. Since 1985, TWH has continuously produced quality live theater. During the pandemic, when many theaters struggled to find a way forward we persisted, producing a full season of new, innovative, virtual work.

Located in downtown Hartford, TWH owns its building – an amazing resource that provides financial stability and a space to create. Led by Producing Artistic Director Rob Ruggiero, the theater presents 5-6 productions per year in its 188 seat venue. TWH brings some of the most exciting plays, playwrights and creative teams to share the intimacy of its modified thrust, which serves as a unique “hug” to the shared humanity on stage and in the audience. TWH has produced many Broadway hits including: American Son, Next to Normal, Ella: Off the Record, and High. In 20/21, TWH developed a digital membership hosting new works, unique digital productions, concerts and other content. This past year brought new collaborations with some of

the most important theater makers in America including Sarah Gancher, Jared Mezzocchi, Harrison David Rivers, Mei Ann Tao, Awoye Timpo, James Anthony Tyler among others.

**Mission Statement:**

To produce high quality, contemporary theater that is relevant to their audiences, engages adverse community, and provides insight into the human experience.

**Diversity and Inclusion Statement:**

Reflect. Listen. Name. Act. Come Together.

This is the framework we are using to pursue a more just and equitable workplace. As we lean into “the work,” we continue to challenge the way “things have always been done,” reaching for a space that takes into consideration all perspectives and points of view. We try hard to listen and respond (a core tenant of good theater) acknowledging that we must include all of humanity in our collaborations. We not only name the places where work must be done, we act in accordance with these discoveries, keeping a diverse company in our sites as we shift and grow. But most importantly, we stand by the purpose of theater as a coming together--and we use that as our north star as we wade through-- towards our future of an institution that is diverse, inclusive and equitable.

**Summary of Position:**

As a vital member of the production team of TheaterWorks Hartford, the **Assistant Stage Manager** coordinates backstage operations for all performances: maintaining communication with Stage Manager, Deck Chief, crew members, Front of House/Box Office staff and performers ensuring readiness for all transitions, entrances, costume changes, etc. This includes, but is not limited to: daily rehearsal space and theater preparation, wardrobe preparation, tracking prop and costume presets, creating, maintaining and updating show-related Stage Management/Costumes/Props paperwork, and daily hospitality support. The Assistant Stage Manager is responsible for helping to ensure a safe acting/working space for actors and staff onstage and in the rehearsal room.

**Key Relationships:**

Director of Production  
Production Stage Manager  
Performers  
Artistic Producers  
Production Team Members  
Designers

**Assistant Stage Manager – Duties**

### **Pre-Rehearsal**

- Work with Stage Manager to prepare and maintain rehearsal and performance space each day, maintaining cleanliness, safety and readiness. Including, but not limited to:
  - Set up work tables in rehearsal hall, seating for guest artists and any potential audience members.
  - Prepare hospitality for cast and rehearsal team daily (coffee, tea, etc.)
  - Coordinate with other departments on backstage and specialty needs for tech rehearsals and performances (run lights, built rehearsal set pieces, wardrobe quick change areas, etc.).
  - Set up, label, document, maintain/update prop tables for rehearsals and performances.
- Tape out ground plan of set design in rehearsal room.
- Pull rehearsal furniture, hand props, rehearsal costume pieces as needed.

### **Rehearsal**

- With Stage Manager, track prop and costume notes during rehearsals; assist Stage Manager with line notes. Update prop, costume, show run and Stage Management paperwork accordingly throughout rehearsal and performance processes; communicate and coordinate with production staff and creative team on rehearsal room needs as they arise.
- Determine backstage crew responsibilities needed for show run with Stage Manager; relay needs to Production Manager. Coordinate scheduling and training of crew personnel during tech rehearsals and performances.

### **Technical Rehearsals/Performances**

- Learn proper operation of scenic elements – for example, moving set pieces -- from Technical Director or Assistant Technical Director during tech rehearsals. With show Deck Chief train and oversee crew members who will be responsible for executing these transitions during performances.
- Responsible for upkeep and usage of backstage Kitchenette, including weekly cleaning, any necessary show food prep, and coffee/tea setup for cast and crew daily.
- Report prop repair/replenishment needs to Stage Manager; fix props when able.

### **General Duties**

- Purchase SM, Hospitality, Wardrobe, Hair and Make-Up supplies as needed.
- Maintain supplies in backstage First Aid kits.
- Submit receipts for Production purchases to Production Manager and Business Office in timely fashion, noting Show/Department code. Company Management purchase receipts are submitted directly to Business Office.
- Attend Staff, Department and Show Production Meetings as needed.

### **Supervisory Duties**

- Possible supervision of Intern(s) if assigned to ASM during rehearsals or performance.
- Guide any Company Management support – whether backstage intern, volunteer or other TWH staff member – on artist pickups, grocery runs, etc., when additional help is needed.

### **Assistant Stage Manager – Requirements**

#### **Required Education and Experience**

- Minimum 2 years’ experience in Stage Management; experience on wardrobe crew or equivalent
- Bachelor’s Degree or equivalent work experience.
- Prior experience in Company Management or Hospitality industry helpful.

#### **Required Knowledge, Skills and Abilities**

- Prior experience with theatre rehearsal and production processes at professional level.
- Valid Driver’s License
- Familiarity with Office Suite programs Microsoft Word, Microsoft Excel, and Google Suite or equivalent.
- Must be highly organized, with excellent oral, written, time management and people skills, able to navigate different personalities and overlapping situations.

#### **Physical Requirements and Working Conditions**

- Able to lift 30 lbs.
- Able to stand on feet for long periods of time.

#### **To Apply:**

Please send resume, cover letter and references to [info@twhartford.org](mailto:info@twhartford.org) and type **Assistant Stage Manager Search** in the subject line. Search will remain open until the position is filled. No phone calls please. TheaterWorks Hartford is an equal opportunity employer. BIPOC candidates encouraged to apply.