

## **NON-UNION ASSISTANT STAGE MANAGER**

The non-union ASM works closely with the Stage Management Team to facilitate and support rehearsals and performances. The ASM reports to the Production Stage Manager and Director of Production.

Responsibilities include:

- Being present at all required rehearsals, understudy rehearsals, tech, preview, and performances.
- Create and maintain paperwork for props tracking, blocking, and more, under the supervision of stage manager.
- Work with stage management staff to create and maintain a safe and functional rehearsal room environment, including supply tracking.
- Serve as member of the run crew for performances.
- Work closely with other artists to build a safe, respectful, and anti-racist backstage environment
- Practice and promote multi-cultural competency and sensitivity.
- All staff will be required to assist in implementing HVSF's new COVID-19 Safety Plan, follow all health and safety protocols including social distancing, proper mask wearing, and COVID testing provided by HVSF.
- Non-union Assistant Stage Managers have the option to join the Equity Membership Candidacy program.

Qualifications:

- Background in stage management, degree or equivalent experience
- Complete understanding of backstage etiquette. A good working knowledge of technical theatre practices
- Valid Drivers' license and clean DMV record, and being comfortable driving with passengers.
- HVSF requires all staff to be fully vaccinated against COVID-19.
- This position is physical in nature and required to work outdoors. The ability to climb ladders, lifts, reach above head. Ability to bend, kneel, stoop, push, pull and lift up to 50 pounds and work outside, exposed to the elements.
- The ASM is required to be in residence in the Hudson Valley from late April through September. Housing and transportation are provided.

This is a seasonal position paid \$720 per week. HVSF is an equal opportunity employer dedicated to building a culturally diverse and equitable environment, and we strongly encourage applications from BIPOC (Black, Indigenous, People of Color) Candidates

TO APPLY: Send a cover letter and resume in PDF format to [jobs@hvshakespeare.org](mailto:jobs@hvshakespeare.org) with the subject NON-UNION ASSISTANT STAGE MANAGER