

# **ASSISTANT STAGE MANAGER**

## **About Dorset Theatre Festival:**

Dorset Theatre Festival, an acclaimed AEA summer company in Vermont, offers opportunities for in-depth professional experience through entry-level assistant positions. Assistants are crucial parts of each department, learning from and working with professional theatre staff and renowned actors, directors, playwrights, and designers, many with Broadway credits, in our charming, well-equipped theatre in a quintessential rural Vermont setting.

Additionally, the Festival fosters a collaborative environment and provides holistic learning opportunities by requiring all assistants to participate in changeovers between productions.

## **About the Position:**

Dorset Theatre Festival seeks Assistant Stage Managers for their 2024 summer season. Employment dates run from May 28th to about September 12th.

Under the direction of an Equity Production Stage Manager, Assistant Stage Managers will work on up to 4 productions per summer and are responsible for preparing rehearsal rooms, taking line notes, prompting actors, running lines, tracking and moving furniture and props, and other rehearsal duties. During production tech rehearsals and runs, Assistant Stage Managers will coordinate actor/crew readiness with the PSM for each performance and manage the backstage area, including presets, scene shifts, costume quick changes, and other duties as assigned.

Assistant Stage Managers will attend all production meetings and facilitate rehearsal and performance notes. They will also liaison with department heads to coordinate rehearsal costume and prop needs, fitting schedules, shop visits, etc.

Assistant Stage Managers should be prepared to respond to any unexpected events, accidents, injury, or equipment malfunction in an efficient, professional, and safe way.

Two years of college (or equivalent experience) required. Candidates should have at least 2 years' prior stage management experience and a thorough understanding of backstage protocols and operations. Excellent communication, organizational, and people skills are required. A valid driver's license and access to a personal vehicle are desirable.

## **Compensation:**

\$400 per week; shared-occupancy rooming provided.

## **To Apply:**

Email resume, cover letter, and professional references to [jobs@dorsetheatrefestival.org](mailto:jobs@dorsetheatrefestival.org) with your name and position in the subject line.

Dorset Theatre Festival is proud to be an Equal Opportunity Employer. Candidates from historically marginalized communities are encouraged to submit. We are committed to the ongoing work and practice of making our theatre a place that celebrates differences in our community, including race, age, background, class, gender, nationality, disability, and sexual orientation. We strive to continue finding ways of uplifting the voices of all, both in work that we produce on our stage, as well as within the structures and systems we design as we work to become a more diverse, anti-racist, and inclusive organization.