



Company One Theatre: Assistant Stage Manager

Company One Theatre, in residence at the Boston Center for the Arts, seeks candidates for the position of Assistant Stage Manager for their Season 17 production of *PEERLESS*, to be directed by Steve Bogart and produced at the Boston Public Library.

JOB RESPONSIBILITIES

- Attend and assist with all scheduled rehearsals, technical rehearsals, dress rehearsals, and performances to ensure all call times are being met and all production equipment is kept in appropriate working condition.
- Manage the rehearsal room in the absence of the Stage Manager.
- Assist the Stage Manager as a liaison between actors and production staff
- Create and distribute rehearsal and performance reports at the request of the Stage Manager
- Assist the Stage Manager in recording all stage directions, lighting cues, sound cues, and video cues
- Work with the Properties Designer on a comprehensive props list and as necessary assist with securing rehearsal props
- During performances:
 - Manage the backstage area, all actors and crew
 - Be aware of actor's cues during the show
 - Assist actors with entrances, exits, costume changes, etc.
 - Act as a point person for actors with regard to dressing room needs and maintenance
 - Perform basic costume maintenance and laundering
 - Assist the Stage Manager in closing up the space including tidying up dressing rooms and removing trash nightly, and taking inventory of costumes and props post-show.

Rehearsals begin mid-March and are held Tuesday through Friday evenings and Saturday afternoons. Tech begins Saturday, April 22. The production opens with a preview performance on 4/26, and runs through 5/27 with performances Thursdays @ 7pm, Fridays @ 10am, Saturdays @ 2pm + 7pm, and Sundays at 2pm.

REQUIREMENTS

Previous experience in stage management for theatre required.

Boston-based candidates only.

Candidates of color, LGBTQA+ candidates, and women candidates are very strongly encouraged to apply.

HOW TO APPLY

Please submit your cover letter and resume to Sarah Cohan, HR Manager, at employment@companyone.org.