

Harry Potter and the Cursed Child: High School Edition (Freshman - Senior)

Position: Raue Center School For The Arts – Assistant Stage Manager/Teacher Liaison

Hours: Varies based on availability

Stipend: \$4500 (\$300/wk)

Raue Center School For The Arts (RCSA) is thrilled to be launching its 2025 Season of productions and is looking for a skilled, self-motivated Assistant Stage Manager/Teacher Liaison to join our team for the RCSA production of *Harry Potter and the Cursed Child: High School Edition*. Potential Assistant Stage Manager/Teacher Liaison should be a self-starter and an excellent collaborator with the creative team members.

The Assistant Stage Manager/Teacher Liaison will help oversee the technical aspects of the overall production alongside the Stage Manager and Student Assistant Stage Manager. The Assistant Stage Manager *may* also assist the Props Master with the gathering and implementation of props with the assistance of a parent props support committee (if needed). This position will be quite involved in assisting in the maintenance, organization, and focus of up to 30 students max. This position will also assist during the rehearsal portion of the program by leading some warm-ups, theatrical games, group activities with students, etc.

Assistant Stage Manager/Teacher Liaison Responsibilities:

- Serve as the primary assistant to the Stage Manager. Helping be the central communication hub for the production team, cast, crew, parents, and/or students throughout the rehearsal and performance process.
- Assist the Stage Manager in developing and maintaining detailed production documentation, including schedules, cue sheets, blocking notes, and reports.
- Attend all production meetings and assist with taking detailed notes for the production reports.
- Assist the Stage Manager in the organizing, setting up, and taking down of rehearsal spaces.
- Assist the Stage Manager in overseeing technical and dress rehearsals while communicating with technical staff to ensure smooth execution of backstage cues.
- Troubleshoot any backstage/on-the-spot issues to maintain show quality.
- Supervise backstage activities, ensuring safety and professionalism among the crew and cast.
- Maintain an organized stage and rehearsal space, including props and set pieces.
- Making sure rehearsal space is cleaned and organized at the end of each rehearsal with the help of the Teaching Assistants.
- Ensure compliance with all safety regulations and guidelines (especially once production shifts to Raue Center).
- Meet with the director on a weekly basis to discuss scheduling of specific activities throughout the rehearsal process.
- Attend production meetings.
- Help teach and mentor students (Freshman through Seniors in High School)
- Follow provided lesson plans (if applicable) or instruction from the director, and choreographer of the production.
- Oversee and maintain the focus of a room full of students.

- Help organize and oversee the breaks with the assistance of the Stage Manager..
- Exceptional organizational and multitasking skills.
- Should have strong communication and leadership abilities.
- Familiarity with technical theater and production processes.
- Able to organize, layout and maintain prop tables during rehearsal and productions.
- All designers will need to participate in strike, immediately following the final performance (Sunday, June 29th)

Important *Harry Potter and the Cursed Child: High School Edition* dates:

- **Auditions & Rehearsal Dates: Auditions & Rehearsal Dates: March 17th – June 29th, 2025**
 - *There will be time off during this long process and we will work around things like Spring Break, Prom, Graduation, end of school year events. Rehearsals will begin with perhaps 2 - 3 times a week and then gradually move into more nights as we get closer to the summer.*
- **Show Dates:** Thursday, June 26 @ 7 PM | Friday, June 20, 27 @ 8 PM | Saturday, June 21, 28 @ 2 PM & 7 PM | Sunday, June 22, 29 @ 2 PM

Please email the following to: rcaeducation@rauecenter.org

Cover letter, which should include:

- Why do you enjoy working the technical side of theatre?
- What you can bring to the production as an Assistant Stage Manager/Teacher Liaison?
- How would you approach working with kids?
- Professional theatrical resume..

Start date: *Is dependent on when first production meeting will be but could start as soon as January 1, 2025*

Please note that submission of your resume is not a guarantee of employment, HOWEVER, we will keep your information on file for future productions.