

***MTI's Broadway Junior Revue: Pure Imagination (Ages 7 - 13)***

**Position: Raue Center School For The Arts – Assistant Stage Manager**

**Hours: Varies based on rehearsal schedule**

**Stipend: \$1700**

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 to join our team for the RCSA production of *MTI's Broadway Junior Revue: Pure Imagination*. Potential Assistant Stage Manager should be a self-starter and an excellent collaborator with the creative team members.

The Assistant Stage Manager will help oversee the technical aspects of the overall production alongside the Stage Manager. Assistant Stage Manager may also assist the Stage Manager with the gathering and implementation of props with the assistance of a parent props support committee (if needed).

**Assistant Stage Manager Responsibilities include but are not limited to:**

- 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 Teaching Assistants with the organizing, setting u,p 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 the 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).
- 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 production team members and designers will need to participate in strike, immediately following the final performance (Saturday, April 19th)

**Important *Pure Imagination* dates:**

- **Auditions & Rehearsal Dates:** March 3<sup>rd</sup> – April 19<sup>th</sup>, 2025
- **Show Dates** Friday, April 11 & 18 @ 8 PM | Saturday, April 12, 19 @ 2 PM & 7 PM | Sunday, April 13 @ 2 PM

**Please email the following to:** [rcaeducation@rauecenter.org](mailto: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?
- How would you approach working with kids?
- Professional resume and/or design resume.

Start date: *Is dependent on when the 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.*