

**Organization:** Raue Center School For The Arts (RCSA)

**Program:** *Hadestown: Teen Edition* Summer Production

**Location:** Raue Center For The Arts (Rehearsals & Performance) | 26 N. Williams St. | Crystal Lake

**Position:** Assistant Stage Manager & Props Master

**Stipend:** \$300/Wk for ASM + \$400 Props | \$2800 Total

**Important Dates:** May 26 – July 18, 2026

- **Auditions:** May 26 - 29
- **Rehearsal Dates:** June 1 – July 2 (Monday – Thursday)
- **Daily Schedule:**
  - 9:45 – 10 AM | Cast Arrival
  - 10 AM – 2:30 PM | Rehearsal
  - 2:30 – 2:45 | Release
- **Tech Dates:** July 5 – July 9
- **Show Dates:**
  - July 10, 11, 17, 18 @ 7 PM
  - July 11, 12, 18 @ 1 PM

Raue Center School For The Arts (RCSA) invites you to step into the world of *Hadestown: Teen Edition* this summer and we're looking for a dedicated, organized, and driven Assistant Stage Manager & Props Master to join our team.

This role is ideal for someone who thrives behind the scenes, enjoys working with teen performers (ages 13 – 19), and is excited to collaborate with a focused and passionate creative team. The ideal candidate is a proactive self-starter, strong communicator, and steady leader who can help maintain structure, focus, and momentum throughout the rehearsal process.

### **Position Overview**

The Assistant Stage Manager & Props Master will work closely with the Stage Manager to support the technical and organizational needs of the production. This individual will also lead the coordination, creation, and management of props, ensuring everything runs smoothly from early rehearsals through performance.

This is a hands-on role that plays a key part in maintaining structure, organization, and artistic focus for a cast of up to 20 students.

### **Key Responsibilities**

#### Production & Stage Management Support

- Serve as the primary assistant to the Stage Manager and help facilitate communication between the production team, cast, and staff
- Assist in creating and maintaining rehearsal schedules, reports, blocking notes, and cue sheets
- Attend and contribute to production meetings, including detailed notetaking for reports
- Support the setup and breakdown of rehearsal and performance spaces
- Help run technical and dress rehearsals, ensuring smooth backstage operations
- Troubleshoot backstage issues quickly and effectively
- Supervise backstage areas to maintain safety, focus, and professionalism

#### Props Management

- Coordinate, organize, and maintain all props for rehearsals and performances
- Collaborate with the director to identify and fulfill all prop needs (including rehearsal props)
- Source props through stock, rentals, or purchases while working within a budget
- Design or help facilitate the creation of props as needed
- Oversee any props support volunteers and serve as the primary point of contact
- Maintain clean, clearly organized prop tables and backstage areas

#### Student Engagement & Support

- Help maintain a focused, respectful, and inclusive rehearsal environment
- Assist in managing and organizing a group of up to 20 teen performers
- Support breaks and transitions alongside the rest of the team
- Encourage accountability, professionalism, and strong ensemble collaboration

### General Responsibilities

- Maintain clean and organized rehearsal and performance spaces
- Ensure adherence to safety guidelines, especially once production moves into the Raue Center
- Meet regularly with the creative team and Stage Manager to align on schedules and priorities
- Participate in strike immediately following the final performance

### Qualifications

- Strong organizational and multitasking skills
- Excellent communication and leadership abilities
- Self-starter with the ability to take initiative and problem-solve independently
- Experience or familiarity with technical theatre and production processes
- Ability to stay calm, flexible, and solution-oriented in a fast-paced environment
- Passion for working with students and fostering a positive, focused rehearsal space

### How to Apply

Please contact and email the following to [rcaeducation@rauecenter.org](mailto:rcaeducation@rauecenter.org) :

Cover Letter (include the following):

- Why do you enjoy working on the technical side of theatre?
- What would you bring to this role as Assistant Stage Manager & Props Master?
- How do you approach working with young performers?

Plus:

- Professional theatrical resume

### Additional Information

Start Date: Based on the first production meeting (Summer 2026 timing; exact date TBD)

*Submission of materials does not guarantee employment; however, applications may be kept on file for future opportunities*