

Organization: Raue Center School For The Arts (RCSA)

Program: The Little Mermaid Jr. Summer Camp Production

Location: RCSA at Trinity Episcopal Parish (Camp) | 210 McHenry Ave, Crystal Lake | Raue Center For The Arts (Performance)

Position: Assistant Stage Manager + Props Master

Stipend: \$300/Wk for ASM + \$500 for Props| \$3200 Total (9 weeks)

Important Dates: June 1 – August 2

- **Auditions:** June 1 – 5
- **Camp Dates:** June 8 – August 2 (Monday – Thursday)
- **Daily Schedule:**
 - 8:45 – 9 AM | Drop Off
 - 9 AM – 2:15 PM | Camp
 - 2:15 – 2:30 | Pickup
- **Tech Dates:** July 19 – July 23
- **Show Dates:**
 - July 24, 25, 31 | August 1 @ 7 PM
 - July 25, 26 | August 1, 2 @ 1 PM
 - July 30 @ 10 AM (Morning Performance)
 - *July 26th @ 1 PM will be a sensory friendly performance*

Raue Center School For The Arts (RCSA) is thrilled to bring the magic of *The Little Mermaid Jr.* to life this summer and we're looking for a dedicated, organized, and enthusiastic Assistant Stage Manager & Props Master to join our team!

This role is perfect for someone who thrives behind the scenes, enjoys working with students (ages 7 - 12), and is excited to collaborate with a passionate creative team. The ideal candidate is a proactive self-starter, strong communicator, and positive leader who helps create a supportive and focused environment for young performers.

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 camp activities, rehearsals to performance.

This is a hands-on role that plays a key part in maintaining structure, organization, and energy for a cast of 30 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, crew, and families
- Assist in creating and maintaining rehearsal schedules, reports, blocking notes, and cue sheets
- Attend and contribute to production meetings, including notetaking for reports
- Support the setup of camp 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 a parent props support committee and be the primary contact for those volunteers
- Maintain clean, clearly organized prop tables and backstage areas

Student Engagement & Support

- Help maintain a positive, focused, and inclusive rehearsal environment
- Assist in managing and organizing a group of up to 30 students

- Support breaks and lunch periods alongside the rest of the team
- Encourage professionalism, teamwork, and respect among cast members

General Responsibilities

- Maintain clean and organized rehearsal and performance spaces
- Ensure adherence to safety guidelines, especially once production moves into the Raue Center
- Meet weekly 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, leadership abilities, and self-starter
- 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 learning experience

How to Apply

Please contact and email the following to 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