

Organization: Raue Center School For The Arts (RCSA)

Program: *The Santa Switch* Holiday Production

Location: Rehearsals - Trinity Episcopal Parish @ 210 McHenry Ave.

Crystal Lake | Performances - Raue Center For The Arts @ 26 N. Williams St. | Crystal Lake

Position: Assistant Stage Manager & Props Master

Age: 21+

Stipend: \$300/Wk for ASM + \$400 Props | \$3400 Total

Important Dates: September 28 - December 6, 2026

- **Auditions:** September 28 - October 2, 2026
- **Rehearsal Dates:** October 5 – November 12, 2026
- **Rehearsal Schedule:**
 - Sunday | 12 - 5 PM
 - Monday | 5:30 - 8:30 PM
 - Wednesday | 5:30 - 8:30 PM
 - Thursday | 5:30 - 8:30 (TBD - backup day for any additional rehearsals needed)
- **Tech Dates:** November 15 - 19, 2026
- **Show Dates:**
 - November 20, 21, December 3, 4 & 5 @ 7 PM
 - November 21, 22, December 5 & 6 @ 1 PM
 - Special Festival of Light Performance on Friday, November 27 @ 4:00 PM

Raue Center School For The Arts (RCSA) is seeking a detail-oriented, creative, and collaborative **Assistant Stage Manager / Props Master** for our upcoming holiday production of *The Santa Switch: A Holiday Jukebox Musical*.

This is a great opportunity for someone who loves the organized chaos of live theatre, enjoys working with performers of all ages, and can move comfortably between backstage logistics and hands-on prop work. 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 30 members (*kids, adults, and professionals*).

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 note-taking 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 30 performers of varying skill levels & ages
- 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 (December 6, 2026)

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 rcsaeducation@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 performers of all ages and experience levels?

Plus:

- Professional theatrical resume

Additional Information

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

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