

Job Title: Assistant Stage Manager

Reports to: Production Stage Manager, Director of Production

Works Closely with: Stage Manager, Production Staff and Select Music and Artistic Staff

### **About Sarasota Opera**

Sarasota Opera, which owns its 1926 historic theater, renovated in 2007-08, produces a winter festival season with four operas in repertory from January to March, and a fall season of varying size. Fall of 2021 has one opera, running for 6 performances. Throughout both seasons, Sarasota Opera offers additional special events and concerts.

### **Position Summary**

The Assistant Stage Manager is a seasonal independent contractor who, under the guidance of the Production Stage Manager/Calling Stage Manager, will assist with the documentation, preparation and running of all rehearsals and performances. They will also maintain a working score for assigned productions, and other duties related to stage management as assigned.

### **Duties may include but are not limited to:**

- Attending all rehearsals as needed by the Stage Manager
- Assisting with the collection, organization and running of rehearsal props and costume pieces for the rehearsal room
- Setting of rehearsal rooms
- Following the score and cueing singers
- Standing in for missing performers
- Assisting the stage manager in running all performances - SL or SR responsibilities, cueing performers, giving calls, handling performance crises, etc.
- Overseeing the setting of props and costume pieces onstage
- Creating sign in sheets for all cast members / maintaining callboard
- Walking the set and backstage areas for safety hazards
- Recording and transferring spike marks from rehearsal room to stage
- Generating and maintaining running paperwork for props, wardrobe, A/V, etc.
- Assisting or stage managing concerts or other special events

### **Position Requirements**

The successful candidate will possess the following knowledge and skills.

- Two years of experience as an Assistant Stage Manager
- Experiences working in Opera is REQUIRED
- Ability to read music well
- Excellent organization and communication skills
- Repertory experience preferred
- Experience with union crews preferred

### **Dates and Pay**

- Fall Season: Early October to late November
- Winter Season: Early January to late March

- Please note that it is not necessary to be available for both the fall and the winter seasons. In your application, indicate if you are available for Fall season, Winter season or both.
- This is a seasonal independent contractor position, the rate of pay ranges from \$500 to \$650 per week based on previous experience. Housing and travel provided.

**Please Note**

- We encourage BIPOC, LGBTQ+ candidates, and other historically excluded identities to apply.
- As part of our ongoing COVID 19 mitigation strategies, all employees and independent contractors will be required to be fully vaccinated against COVID-19 prior to arrival.

Send cover letter and resume including three references to [prodjobs@sarasotaopera.org](mailto:prodjobs@sarasotaopera.org) with "ASM 21/22" in the subject line. For more information, visit [www.sarasotaopera.org](http://www.sarasotaopera.org). EOE.