

Position: Raue Center School For The Arts Summer Camp OnStage – Assistant Stage Manager

Hours: Monday – Thursday from 8 AM – 2 :30 PM (*Tech week will adjust*)

Stipend: \$2300 Total (\$287.50 per week)

Raue Center School For The Arts (RCSA) is excited to continue its summer education camp program and is looking for a skilled, self-motivated Assistant Stage Manager who is great with kids (ages 7 – 13) to join our team for the RCSA Summer Camp Production of *Frozen Jr.* 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. The Assistant Stage Manager *may* also assist the Props Master with the gathering and implementation of props with the assistance of a parent props support committee (if needed). This position will be quite involved in assisting in the maintenance, organization, and focus of up to 40 students max.

Assistant Stage Manager Responsibilities:

- Be part of an amazing team that will oversee the camp, and the students enrolled. Providing positive energy, attitude, and help where needed.
- 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 Stage Manager, Teaching Assistants in the organizing, setting up, 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 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).
- Meet with the director on a weekly basis to discuss scheduling of specific activities throughout the rehearsal process.
- Attend production meetings.
- Oversee and maintain the focus of a room full of students.
- Help organize and oversee the breaks and lunch time with the assistance of the other team members.
- Help organize and oversee the breaks with the assistance of the Stage Manager.
- 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 will need to participate in strike, immediately following the final performance (Sunday, July 27th)

Important *Frozen Jr.* dates:

- **Auditions & Callbacks:** Week of June 3, 2025 (*Days/Time to be finalized by production team*)
- **Camp Dates:** June 9th – July 27th, 2025
- **Camp Days:** Monday - Thursday
- **Camp Drop Off Times:** 8:30 AM – 9 AM
- **Camp Time:** 9 AM - 2:15 PM
- **Camp Pick-up Times:** 2:15 – 2:30 PM
- **Show Dates:** July 18, 25 @ 8 PM | July 19, 26 @ 2 PM & 7 PM | July 20, 27 @ 2 PM

Please email the following to: rcaeducation@rauecenter.org

Cover letter, which should include:

- Why do you enjoy working the technical side of theatre?
- How do you approach working with kids?
- Professional theatrical resume.

Start date: *Is dependent on when first production meeting will be but could start as soon as May 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.