TheWesternStage

Assistant Stage Manager

The Western Stage (TWS) is a theatre program in residence at Hartnell Community College in Salinas, CA. We produce 6 shows annually between April/May and November/December each year. We are not a union theatre, but we do engage professional guest artists including AEA actors who work beside community and student talent. We best serve the next generation of theatre artists, especially folx who are seeking CV building opportunities. We work to mirror the rich diversity of theatre artists that enrich our profession and we encourage applicants of all ethnicities, gender identities, and ages, as well as with disabilities, to submit their interest & application.

Position Overview

The Assistant Stage Manager (or ASM) is a crucial part of the artistic team because they help make the show happen behind the scenes. ASMs are responsible for helping in any way they can to make sure the production runs smoothly. Some shows have multiple ASMs, depending on the size and scope of the project.

An ASM is helpful, hard-working, anticipatory, organized, flexible, and a good listener.

Principal Duties and Responsibilities:

- Help set up/strike the rehearsal/performance space and keep it clean and tidy
- Assist the Stage Manager with administrative tasks (for example, the SM may delegate calling latecomers to the ASM so the stage manager can stay in the rehearsal process)
- Take notes and update the prompt book if the SM is unable to attend rehearsal or if there are multiple & simultaneous rehearsals.
- Stand onstage as a for an absent actor for blocking purposes
- Take line notes
- Read cue lines or prompting actors during run-throughs
- Run lines with actors
- Review blocking and choreography while other scenes are being rehearsed or with actor(s) who have missed a rehearsal

During performances, the ASM(s) will be backstage, on a headset. The ASM is the backstage eyes and ears of the SM. They are the conduit between the booth and the backstage, and can communicate any issues that are going on in either arena. ASMs assist with set changes during the show and in between acts, and with making sure these happen efficiently and effectively.

Work Experience: Prior experience supporting live performance, stage management, production/event management.

Physical Environment:

- TWS resides in a performing arts venue that was built in 1974. While the renovated Center for Performing Arts/Building K is generally accessible, the Makeup & Hair Room, Wardrobe, Green Room and Theaters were not renovated and are accessed through narrow doorways and have very narrow space between stations/counters. The distance between house seats and the stage is accessed by stairs in both theaters.
- The flooring in the performing arts venue is a combination of linoleum, tile, wood and cement; the surfaces of the two stages are painted masonite and may be uneven.
- The HVAC system was updated when the building was renovated in 2023, but the temperature inside is centrally controlled/timed by the college and can fluctuate.
- Because of the close proximity between the mirrored makeup stations, the sound level in the makeup room may become loud and sometimes very warm.
- Because of the nature of theatre production, the sound level in rehearsals and performances may become loud and there may be flashing lights and stage fog/haze.
- Lighting in most rooms in the building are overhead fluorescent fixtures.
- Booth & Backstage areas are dark and dimly illuminated.
- Prop stock, supplies & materials may weigh up to 35 pounds and may be stored in overhead bins/shelves that require ladders to access.

Schedule and Compensation:

Because TWS' acting company is made up of seasonal Theatre professionals, students and community members, our general rehearsal schedule is Tu-Fr 6:00-10:00 pm, Sa & Su 12:00-4:00p and 6:00-10:00p., with **SM team & crew arriving approx. 30 minutes earlier/leaving later to set up/strike rehearsal/performance spaces as necessary**

Costume and Scene Shop schedules are weekday days M-F, 9:00/9:30a - 4:20/5:00p.

ASM availability is a combination of days/evenings weekends to accommodate communication with production staff and rehearsal schedules. Production meetings are hybrid Zoom/in-person until Tech Week- ASMs are not required to attend Production meetings.

Tech Weeks begin the Friday before Opening and generally are 9 rehearsals with doubles on Tech Saturday and Sunday. Mondays are dark for actors/rehearsals.

Non-musical shows generally have 5 weeks of rehearsals and Musical productions generally have 6. Productions have four weekends of performances with musicals having 8 performances on Saturday evenings /Sunday matinees and non-musicals having 10 performances running Friday and Saturday evenings and Sunday matinees - occasionally Th as well.

Compensation is based on training, previous professional experience, complexity of the production, and whether coming in as an intern or early-career ASM. The current range is $800 - $1850.

Application Process

May apply for the full season or individual productions. Please send a resume and examples of your work or a portfolio to production@hartnell.edu . Please indicate the show(s) you are interested in and available for. No phone calls, please.

Interviews will be over Zoom. Reference Check required. Open until filled. For more information on The Western Stage, please visit our website at www.westernstage.com