



**Title:** Assistant Stage Manager  
**Department:** Production  
**Position Status:** Seasonal, Full-Time, and Exempt, with Benefits  
**Effective Date:** Upon Hire

**General Description:**

The Assistant Stage Manager will assist with the management and maintenance of Oregon Ballet Theatre's theatrical supplies, property and equipment, including floors, sets, lighting, and sound. The role assists in the supervision of rehearsals, performances and events in a theatre environment, covering the professional Company and as needed, the school dance company, OBT 2. The position will work independently and as a team player with senior production staff to ensure all productions and events operate and run in an effective and efficient manner. The role requires the ability to communicate and coordinate with various constituencies from artists and staff to third party vendors and contractors. The position reports to the Director of Production and the Stage Manager. This position must be/become an active member of the American Guild of Musical Artists (AGMA) union in good standing. A background in project management with knowledge of theatre operations, or previous experience as a theatre production assistant or assistant stage manager, with strong aptitude to manage deadlines and work in a dynamic environment are essential.

**Essential Duties and Responsibilities:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ensure clean and safe rehearsal studios; notify Director of Production of any unsafe or unsatisfactory conditions. This does not include routine maintenance or janitorial services.
2. Set up rehearsal spaces, including audio, video, props, and spike mark requirements.
3. Organize and maintain props during rehearsal.
4. Attend studio rehearsals for the purpose of learning ballets, cues, and to facilitate choreographers' artistic requests.
5. Video record rehearsals.
6. Attend production meetings and paper techs.
7. Attend all on-stage rehearsals.
8. Provide support for light cueing, including scheduling light walkers.
9. Monitor dancer sign-in sheets and enforce attendance guidelines.
10. Create and maintain accurate, easy-to-read documentation for each ballet including the following:
  - Cue sheets and/or scores for calling the ballet(s)
  - Run sheets for the following people/departments as applicable: carpenters/deck, deck electrics, lights, follow spots, props, rail, sound, and/or wardrobe.
  - Performance reports for all performances that include running times, irregularities, repairs needed, injuries, casting changes, etc.

- Bow sheets for performers.
- 11. Distribute production materials.
- 12. Work with Director of Production and wardrobe staff to establish costume quick-change spaces.
- 13. Check prop and wardrobe presets.
- 14. Confirm all departments are ready for top-of-show.
- 15. Communicate production-related information to appropriate departments consistent with Assistant Stage Manager duties as assigned by Director of Production or Stage Manager with load-in and strike of production equipment at performance venue(s) consisting of only production office and callboard.
- 16. Oversee IATSE Local 28 stagehand crew.
- 17. Other duties consistent with Assistant Stage Manager duties as assigned by Director of Production – Digital and/or hard copies of completed cue sheets/scores, run sheets for each department, performance reports, bow sheets, etc. for each performance series must be submitted to the Production Administrator for archival purposes.
- 18. Coordinate production-related inventory, tools, and supplies, including the acquisition of materials and props.
- 19. Assist with archiving of company's theatrical property.
- 20. Arrange transportation as needed for regular and seasonal OBT employees, including loading and driving the Company cargo van.

**Position Competencies:**

1. Positive attitude and exceptional work ethic.
2. Strong written and verbal communication skills.
3. Highly proficient computer skills including Microsoft Office Suite.
4. Excellent attention to detail and organizational skills.
5. Demonstrated evidence of successful teamwork.
6. Strong time and stress management skills.
7. Able to work independently without direction.

**Organization-Wide Competencies;**

At OBT, we are creating a culture where all of us exhibit the following values and competencies:

1. Acknowledge and learn from our mistakes
2. Celebrate our successes
3. Treat each other with kindness, dignity and respect
4. Communicate frequently, directly and openly
5. Advance diversity, equity and inclusion

**Supervisory Responsibility:**

This position has no direct supervisory responsibilities.

**Education and Work Experience:**

Minimum of 3 years' experience or equivalent knowledge of theatrical backstage operations with a proven track record of success in a highly dynamic environment. Working knowledge of professional touring shows and concerts. Basic technical theater knowledge (audio, electrics, carpentry, wardrobe) in union and non-union houses. Proficiency in Q-Lab or similar theatre management software and Microsoft Office Suite applications, including Word, Excel, and PowerPoint. Basic math skills, understanding of budgets, and valid Oregon Drivers' License are required. Background or experience in dance preferred, but not required.

**Preferred Education and Experience:**

1. Minimum of 3 years' experience or equivalent knowledge of theatrical backstage operations with a proven track record of success in a highly dynamic environment.
2. Proficiency in Microsoft Office Suite of products, including Word, Excel, and PowerPoint, apple computer videoing, and Q-Lab playback systems.
3. Working knowledge of professional touring shows and concerts.
4. Basic technical theater knowledge (audio, electrics, carpentry, wardrobe) in union and non-union houses.
5. Familiar with production management and accounting practices.

**Work Authorization/Security Clearance:**

OBT conducts background checks after a conditional offer of employment is made. OBT reviews the results of each background check individually and assesses them on a case-by-case basis for context and relevance to a job.

**Physical Requirements & Working Conditions:**

This job operates in a professional office environment as well as backstage and onstage areas of the theater. This role routinely uses standard office equipment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. This position requires the ability to be seated for extended periods with exposure to computer monitors and repetitive operation of mouse and keyboard. The employee must occasionally perform light to moderate lifting or moving equipment and supplies up to 50 pounds. The backstage and onstage work requires the ability to work in dim and/or bright light and with loud music. Employee must have transportation and smart phone for work-related use

**Position Type/Expected Hours of Work:**

This is a seasonal, full-time position. Typical days and hours of work are Monday through Friday, 9:30 a.m. to 5:30 p.m.; however, flexibility in work hours during productions is expected. Depending on the production schedule and needs, this position regularly requires extended hours, including nights, weekends, and holidays.

**Travel:**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

**AAP/EEO Statement:**

Oregon Ballet Theatre is committed to advancing equal employment opportunities. Our policy is to make all employment-related decisions without regard to an employee's race, color, creed, religion, age, national origin, marital status, mental or physical disability, sexual orientation, or any other basis prohibited by local, state or federal law. We are committed to a diverse and cultural inclusive workplace in which our differences broaden our awareness, enrich our daily experiences and contribute to our collective strengths. This policy applies to all personnel activities including employment, promotion, compensation and termination.

Oregon Ballet Theatre does not tolerate sexual harassment of any employee by another employee, supervisor, vendor, or customer for any reason.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_