

OREGON **BALLET** THEATRE

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

General Description:

The Assistant Stage Manager's duties fall into three basic categories: collaborating with production staff to document productions, supporting OBT artistic staff and dancers during rehearsals, and ensuring smooth operations backstage during performances. The role assists in the supervision of rehearsals, performances, and events in a performing arts environment, supporting the professional company and as needed, the school and junior dance company, OBT2. The Assistant Stage Manager is a production professional who works both independently and as a team player with OBT staff to ensure all productions and events operate in a safe and efficient manner. The role requires the ability to clearly communicate and coordinate with artists, staff, third party vendors, and contractors. The position reports to the Production Manager, Stage Manager, and Technical Director. This position must be/become an active member of the American Guild of Musical Artists (AGMA) union in good standing. A background in stage management with a knowledge of theatre operations or previous experience as a theatre production assistant or assistant stage manager with a strong aptitude for managing deadlines and working in a dynamic environment are essential.

Essential Duties and Responsibilities:

1. In conjunction with Stage Manager (SM), assist in ensuring a safe and sanitary working environment for the artists both in the rehearsal studios and in the theater, under the guidance and responsibility of the Production Supervisor and SM, including assisting with first aid in the event of an injury and notifying Production Supervisor of any unsafe or unsatisfactory conditions. This does not include routine maintenance or janitorial services or any COVID-related or other health issue of similar magnitude. OBT will be responsible for ensuring and covering the costs for first aid training in advance of the contract.
2. In conjunction with SM, set up rehearsal spaces including the following:
 - a. Assist in use of studio AV equipment when needed.
 - b. Tape out studio floors with all necessary scenic and spacing marks.
 - c. Ensure all rehearsal scenery and prop elements are set up in and struck from the correct studio for each rehearsal.
 - d. Provide all videos and music needed in the studios as requested by the artistic staff.
 - e. Distribute production materials as needed.
3. In conjunction with SM, attend studio rehearsals as directed by the Production Supervisor for the purpose of learning ballets, cues, and to facilitate choreographers' artistic requests.
4. In conjunction with SM, create archival video recordings of all performances and record rehearsals as requested by artistic staff.
5. Attend production meetings and paper techs for all OBT productions during any contracted weeks.
6. Attend all on-stage rehearsals.

7. Provide support for light cueing as needed.
8. In conjunction with SM, create and maintain accurate, easy-to-read documentation for each ballet.
9. Communicate production-related information to appropriate departments consistent with Assistant stage manager duties as assigned by Production Supervisor.
10. Assist Technical Director and SM in coordinating all technical, scenic, and prop elements needed for production such as production-related inventory and supplies.
11. Check prop presets.
12. Assist with load-in and strike of production equipment at performance venue(s) consisting of only production office, dressing room/backstage signage, and call board.
13. In conjunction with Technical Director and SM, coordinate and assist IATSE Local 28 stagehand crew to manage production and artist needs, including, but not limited to, checking preset lists, relaying cues.
14. In conjunction with the Props Artist and SM, be responsible for safe storage of all weapon props and communicating any maintenance issues to the Technical Director.
15. Maintain stock of first aid supplies, office supplies, and AV supplies for the theater production office and theater.
16. Monitor dancer sign-in sheets and communicate missing attendees to appropriate party.
17. Create and provide backstage passes for all groups involved in each production.

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. Superior 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:

1. College degree in theatre, stage management, or equivalent.
2. Minimum 3 years' experience or professional equivalent knowledge of theatrical backstage operations.
3. Proficiency in Microsoft Office Suite.
4. Ability to work with both PC and Apple computers.
5. Video editing with Adobe Premiere Pro.
6. QLab audio playback system or similar applicable software.

7. Working knowledge of professional touring shows and concerts.
8. Basic technical theatre knowledge (audio, electrics, carpentry, wardrobe).
9. Basic math skills.
10. Understanding of budgets.
11. Background or experience in dance preferred, but not required.
12. Experience working with unions.

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 for long periods of time; kneel regularly; 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.

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.; during productions and events evening, weekends, and holidays will be required.

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 culturally 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:

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. Changes in or addition to duties, responsibilities, and activities may be negotiated through AGMA.