

**TECHNICAL POSITIONS  
For  
MAIN STAGE PRODUCTIONS**

**(Open to Middle School Only- Teacher/Advisor recommendation is required)**

**ASSISTANT STAGE MANAGER:** Responsibilities include assisting with the Stage Manager's duties. Conducts rehearsals in the absence of the S.M. Assists in the coordination of the scene shifts, props placement and other backstage elements. Manages costume fittings schedule. While the Stage Manager calls the show from the control room, the assistant stage manager is positioned backstage. Attends most production meetings/rehearsals. Reports to the Stage Manager. **Qualifications: Extremely organized, self-starter, strong leadership skills.**

**PRODCUTION ASSISTANT:** Responsibilities include assisting the A.S.M. and S.M. with their duties during the last two weeks of rehearsal and the run of performances. Duties may include running errands, giving calls to actors, making sign-in sheet, operation of backstage equipment, special effects and shifting scenery. Reports to the Stage Manager. **Organized, good with hands, strong of body and mind.**

**ASSISTANT LIGHTING DESIGNER:** Responsibilities include assisting the Lighting Designer in the creation of a lighting design in keeping with the production concept. Helps to provide the director with a light plot, hook-up sheet, instrument schedule, magic sheet, and cue sheet. In charge of running focuses and cueing of the show. Responsibilities may also include learning operational procedures of light board. Operates the light board during the hang, focus, and cueing process, as well as performances. Updates computer paperwork. Cleans the booth on a daily basis. Reports to Lighting Designer and Stage Manager. **Qualifications: Very organized, mechanically inclined.**

**ASSISTANT SOUND DESIGNER:** Responsibilities include assisting the Sound Designer in the creation of a sound design in keeping with the production concept and available budget. Helps design and coordinate all live and recorded sound effects. Works with the Soundboard Operator to provide the Director with a tape/cd. Attends most production meetings/rehearsals. Responsibilities may also include learning, operating, maintaining, and securing all audio equipment. Conducts pre-show sound checks. Assists in audio production. Cleans the booth on a daily basis. Reports to the Sound Designer and the Stage Manager. **Qualifications: Very organized, mechanically inclined.**

**PROPERTIES ASSISTANT:** Responsibilities include assisting in the collecting, purchasing or building of hand and personal properties, as well as the placement, inventory and maintenance of props. Reports to the Properties Master and to the Stage Manager during the run. **Qualifications: Very organized, creative, good with hands.**

**ASSISTANT COSTUME DESIGNER:** Responsibilities include assisting the Costume Designer in the creation of a costume design in collaboration with Director, Scenic Designer and Lighting Designer. Responsible for patterning and costume construction, if needed, pulling stock or renting, organizing and supervising costume changes during each performance, and assists the actors as necessary, presetting costumes when needed and returning costumes to dressing rooms after changes. Attends fittings, production meetings and dress rehearsals. Reports to the Costume Designer. **Qualifications: Very organized, creative.**

**HOUSE MANAGER:** Responsibilities include training ushers, opening and closing the house, familiarity with emergency procedures, appearance of facility, and enforcement of house rules. Reports to Box Office Manager. **Qualifications: Very organized, self-starting, strong leadership skills.**

**ASSISTANT BOX OFFICE MANAGER:** Responsibilities include assisting the Box Office Manager in the coordination and execution of all ticket sales procedures. Assists in the daily activities of the box office, such as publicity, promotion, public relations, ticket orders, mailings, data entry. Reports to the Box Office Manager. **Qualifications: Very organized, self-starting, strong leadership skills.**