Assistant Stage Manager: Children Company

Criteria/Job Description

The Omaha Community Playhouse seeks an Assistant Stage Manager to be responsible for the safety and engagement of child performers during the run of *A Christmas Carol*. This position requires that the children are never left alone while on site, are kept engaged in the production, and, when off stage, are engaged in appropriate activities. The ASM must be willing to communicate with the Director of Production, Stage Manager, and Director effectively and report all issues and concerns immediately.

Job Duties:

- Responsible for the safety and well-being of child actors while on OCP premises.
- Develop and maintain a friendly, supportive, and professional relationship with the children, parents, and ACC production team.
- Be aware of and manage any health issues as communicated by the parents, i.e. special diets, medicine, etc.
- Accompany the young performers wherever they go when on the premises from when they arrive until they leave with an approved adult.
- Create and facilitate sign-in documents for the Children Company, parent contact sheets, and the creation of the check-in/check-out parent roster. (OCP provided template)
- Facilitate check-in and check-out processes for each child.
- Create a parent volunteer sign-up sheet and organize to ensure we have one parent volunteer per performance. (Director of Finance will need to run background checks on each parent) (OCP provided template)
- Help clarify for the young performer the production's expectations for their behavior and performance.
- When off-stage, ensure the children are focused on appropriate activities in the OCP classroom (studying, light conversation, stress relief coloring books, crafting) while maintaining awareness for cues and announcements.
- Attend all run act/ full run rehearsals, Tech Sunday, tech week dress rehearsals & performances November 8 through December 20
- Ensure that each child has their correct costume, wig, and microphone on their person
- Help facilitate microphone swap at intermission with the sound technician.
- Help facilitate a parent/ children company informational meeting once on board along with Director and SM

Requirements:

- Must pass a background check.

- General understanding of theater, experience working in theatre and with children.
- Evening and weekend hours required.
- Open, honest communication; communicate issues before they become problems.
- An organized individual who can stay on task with planning and scheduling.

Compensation:

$2000