



JOB DESCRIPTION

Job Title: Assistant Stage Manager
Department: Production
Reports to: Production Stage Manager
Classification: Full Time Seasonal/Exempt

THE ORGANIZATION

Founded in 1963, Minnesota Opera has established an international reputation for innovation and quality. Minnesota Opera currently presents five productions annually at the Ordway Center for the Performing Arts in Saint Paul and in the 17-18 season will produce an additional show at the Cowles Center in Minneapolis. Each opera season features an opera from the *bel canto* period of Italian opera and at least one contemporary or 20th century work. The Company's opera productions and education programs are created at its 50,000 sq. ft. production and administration facility in Minneapolis. Minnesota Opera maintains a professional training program that is generating some of the nation's best young professional singers. Its productions are consistently reviewed in opera publications in Italy, France and Great Britain, as well as across the USA. With an annual operating budget of \$10 million, Minnesota Opera is one of the 20 largest opera companies in North America.

2017-2018 SEASON CONTRACT DATES

Assistant stage manager will be hired for the full season, totaling 38 weeks of work in 2017-2018, and is expected to reside in the Minneapolis area for the duration of the contract. Contract dates and productions are:

August 28, 2017 through November 19, 2017: *Don Pasquale* and *Marriage of Figaro*

December 20, 2017 through February 4, 2018: *Dead Man Walking*

February 12, 2018 through April 1, 2018: *Rigoletto*

April 9, 2018 through May 20, 2018: *Thaïs*

*April 2, 2018 through April 8, 2017 and May 21, 2018 through June 26, 2018: Show #6 (Title TBA)

*Participation in Show #6 is negotiable, as we understand that some candidates may have regular summer festival work which conflicts with the May and June dates. Candidates available for only the first five shows will be given equal consideration to those available for all six.

POSITION SUMMARY

Assistant Stage Manager will assist and work directly with the Production Stage Manager and assigned show stage managers during rehearsals, tech, and performances of each production. Duties will include setup, tear down, note taking, tracking props and costumes, and maintaining

safety. ASMs will also work closely with other theatre professionals on other aspects of the production when needed.

Responsibilities:

- Promote a safe and productive environment in rehearsals and performances.
- Liaise with costume, properties, and audio/video departments as assigned.
- Create, maintain, and finalize for production archives running documentation including Who What Where; properties, costume, and audio/video running; and other documentation as assigned. A work checklist with specific duties for each production will be provided by the PSM.
- Basic computer drafting of mini ground plans and prop and audio/video diagrams using VectorWorks.
- Create and maintain in organized, clear, and accurate condition scores notating all entrances, technical cues, and related warnings assigned to the ASM, to the standard established by the PSM and Minnesota Opera.
- Cue artist entrances and technical cues as assigned during rehearsals and performances.
- Set up rehearsal space for rehearsals, checking the space for accuracy of scenic, properties, and costume presets for the scene(s) being rehearsed.
- Check onstage and backstage presets as assigned.
- Check onstage and backstage areas daily for safety.
- Maintain rehearsal spaces in clean and neat condition, including sweeping or mopping, dusting/wiping down chairs and tables, picking up trash and emptying waste baskets.
- Check stock of office and other rehearsal hall supplies daily in various locations as outlined in the Ultimate Supply List. Notify the PSM when additional supplies need to be purchased.
- Maintain green room hospitality set-up daily, including loading/emptying dishwasher, cleaning coffee carafes, wiping down counter, stocking coffee and tea supplies, and notifying the PSM when additional supplies need to be purchased.
- Set up chairs as needed for chorus music rehearsals and in chorus and super holding areas for staging rehearsals.
- Maintain callboards, removing outdated information and posting new information as needed.
- Pack stage management road box, according to Ultimate Supply List, for transport to the Ordway Center or touring venues.
- Check in artists at call times, including a visual check for principal artists and checking/highlighting chorus and super sign-in sheets. Notify the stage manager of any missing artists.
- Possess a complete knowledge of Minnesota Opera's Safety, Health, and Emergency Action handbook, including procedures for minor accidents and injuries and Opera Center, Ordway Center, and other venue evacuations. Maintain and keep in your possession a list of all personnel you are responsible for in case of an evacuation.
- Be familiar with standard operating procedures for various categories of artists as outlined in their handbooks.
- Collect, secure, and return artist valuables during onstage rehearsals and performances.
- Collect artist backstage guest lists during onstage performances.
- Maintenance of "living documents" including, but not limited to supernumerary and chorus databases, updating of archived productions for rental purposes, and additional maintenance as assigned.

- Advanced preparatory work, as assigned, for future productions.
- Provide occasional staging staff support for Minnesota Opera events beyond the main stage operas, such as Season Preview Event, Resident Artist Cabaret and new opera workshops.
- Give support and show appreciation to the Board of Directors, Patrons, other Volunteer Organizations, and supporters of Minnesota Opera.
- Additional duties supporting staging, technical running, and general administrative support as assigned.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Minimum of two years professional stage management experience and prior work in opera required
- Read music proficiently and have a demonstrated ability to call cues accurately from a piano/vocal score
- Familiarity with standard opera paperwork formats and desire to produce superior show documentation
- Proficiency in Microsoft Word, particularly in the use and formatting of tables, and Microsoft Outlook required
- Knowledge of VectorWorks preferred
- Knowledge of Microsoft Access preferred
- Clear and effective written and verbal communication skills
- Ability to work independently and meet deadlines
- Ability to manage multiple tasks simultaneously in a busy production environment
- Ability and desire to show exceptional attention to detail in all aspects of work
- Ability to communicate with and effectively organize large groups of people, including children, in both rehearsal and performance
- Ability to see and work in the dark lighting conditions of a backstage environment
- Ability to perform moderate lifting for purposes of rehearsal scenic and props transitions
- Ability to stand for extended periods of time
- Must be capable of responsible judgment and mature interpersonal relationships

TO APPLY

Submit letter of interest, résumé, and references to Kerry Masek, Production Stage Manager at kmasek@mnopera.org no later than March 19, 2017. PDF documents preferred. Interviews will be conducted in late March and early April.

Minnesota Opera is an AA/EOE Employer