

## **Job Description- The Falcon Playhouse**

*Job Title:* Assistant Stage Manager (ASM)

### **About the Role:**

For the Main Stage shows there are 2 ASMs and for the black box there is a singular ASM. They assist the stage manager during rehearsal by filling out paperwork and after rehearsal sending it out. They interact heavily with the stage manager and tech crew. They help keep everything about the show organized.

### **Responsibilities:**

- Take Line notes during rehearsals and send them out after.
- Make rehearsal reports for each rehearsal. This is really important during the middle stages of rehearsals because tech heads are not in the rehearsal room. The rehearsal report is sent out to tech heads and it has any notes the director wants to give on any technical elements or changes he wants to make.
- During the Show, They lead run crew and manage the backstage area. They are responsible for keeping actors backstage quiet

### **Candidate Requirements:**

- Have a good knowledge of most technical aspects
- Been on run crew at least once before
- Be able to problem solve
- Dedication to the production
- Good communication skills

## **Apply Now!**

Join our Remind (@fptheatre) to receive updates for our productions, and refer to our link tree @srhsfalconplayhouse on Instagram to access our tech application.