

Stage Managers and Production Assistants

The Public Theater seeks production assistants and AEA stage managers for upcoming mainstage productions and developmental projects.

AEA Stage Manager Responsibilities:

- Schedule all rehearsals and any outside calls in accordance with Equity regulations both before and after opening night.
- Call actors and necessary creative team and crew for rehearsals and performances.
- Assemble and maintain the Prompt Book which is defined as the accurate playing text and stage business, together with cue sheets, plots, daily records, etc., as are necessary for the actual technical and artistic operation of the production.
- Work with the Director, Production Manager, Company Manager, Line Producer, and heads of all other departments, during rehearsals, tech, preview performances and the post-opening run.
- Serve as the liaison between company of the show and the staff of The Public.
- Assume active responsibility for the form and regulation of rehearsal and performance and be the executive instrument on the technical running of each performance.
- Maintain the artistic intentions of the show after opening, including calling correctional rehearsals of the company when necessary and preparation of the Understudies and Replacements.
- Keep such records as are necessary to advise the Producer on matters of attendance, time, health benefits or other matters relating to the rights of Equity members.
- Maintain regulations as provided in the Equity Constitution, By-Laws and Rules where required, appealable in every case to Equity.
- Uphold the institution's mission statement, Code of Conduct, Anti-Racist and Cultural Transformation plan within the rehearsal room and theater space by assisting Public Theater Staff to create and maintain a safe and functional rehearsal room environment.
- Serve as a leader of the stage management team by providing supervision, guidance, mentorship to other members of the team.

Production Assistant Responsibilities:

- Report on time as scheduled for required shifts including but not limited to pre-production, rehearsals, understudy rehearsals, tech, previews, and performances.
- Provide support to the production as a member of the stage management team with supervision from the AEA Stage Managers.
- Assist and support stage management staff to create and maintain a safe and functional rehearsal room environment and with all stage management duties as assigned.
- Serve as a member of the run crew for tech and performances.

- Create and maintain paperwork for props tracking, blocking and more under the supervision of stage managers.
- Other show duties as assigned.

Requirements:

- Stage Managers at all career levels are encouraged to apply.
- An aptitude for organization, communication, and flexibility.
- Standard computer skills and understanding of current technology.
- Creative, motivated, proactive, and anticipatory.
- Ability to work under pressure and on a deadline.
- Great interpersonal communication skills.
- Cultural competency. An understanding and openness to continued learning about Anti-Racism and Anti-Oppression principles and practices, and the ability to interact effectively with people of different cultures and socioeconomic backgrounds.

COVID-19 and Vaccination Policy:

- As a condition of employment, The Public will require all who report to work on site (either at The Public Theater or any other workspace or performing location) to receive the COVID-19 vaccine and booster when eligible. This position will work in person during the 2021-2022 season.

Available Positions:

For more specifics about various projects, please visit our website at www.publictheater.org.

- *The Vagrant Trilogy* Production Assistant
 - Non-union position
 - \$16/hr, 40hr per/wk min for 5+ days worked
 - Week of February 28th, 2022 - May 15th, 2022
- *Fat Ham* AEA Assistant Stage Manager
 - \$1,400/wk
 - Week of March 28th, 2022 - June 19th, 2022
- *Fat Ham* Production Assistant
 - Non-union position
 - \$16/hr, 40hr per/wk min for 5+ days worked
 - Week of March 28th, 2022 - June 19th, 2022
- Production Stage Manager for Hunt's Point Shakespeare Ensemble
 - Non-union position
 - \$500 prep fee, week of April 25th, 2022
 - \$1,000/wk fee, May 2nd, 2022 - May 17th, 2022
 - Must work well with children
- Rehearsal Assistant/Assistant Stage Manager for Hunt's Point Shakespeare Ensemble
 - Non-union position begins as a Rehearsal Assistant and transitions to ASM
 - \$250/wk Rehearsal Assistant fee (est. 11 hours/wk in the Bronx) for immediate start through May 1st, 2022
 - \$250 ASM prep fee, week of April 25th, 2022
 - \$750/wk ASM fee, May 2nd, 2022– May 17th, 2022
 - Must work well with children

- AEA Stage Managers and Production Assistants for various ongoing developmental projects
 - 15 hour reading stipends: PSM - \$245, ASM - \$235, PA - \$16/hr
 - 20 hour reading stipends: PSM - \$320, ASM - \$310, PA - \$16/hr
 - 29 hour reading stipends: PSM - \$522, ASM - \$490, PA - \$16/hr
 - Level 1 Development (1-2wks): PSM- \$600/wk, ASM- \$550/wk, PA - \$16/hr
 - Level 2 Development (1-4wks): PSM - \$650/wk, ASM- \$600/wk, PA - \$16/hr
 - Level 3 Development (1-4wks): PSM - \$690/wk, ASM - \$633/wk, PA - \$16/hr

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

TO APPLY:

- **Please submit a resume and any supporting documents you feel display your qualifications for the position to: <https://airtable.com/shrxaE4YEwnwpiJwN>.**