JOB DESCRIPTION & POSTING

POSITION TITLE: Assistant Stage Manager
SUPERVISOR'S TITLE: Production Manager
START DATE: 12 May 2027
END DATE: 10 July 2027

CREATED: 22 February 2023
UPDATED: 16 November 2026
COMPENSATION: DOE
+ Housing for Out of Town
+ Travel for Out of Town

MISSION STATEMENT

Elevating lives through ennobling artistic experiences.

VALUES

- We are committed to performing outstanding artistic productions, with the aim of delivering the highest level of enjoyment to our patrons.
- We honor and are dedicated to presenting a variety of musical and dramatic expression recognized for their distinction and quality.
- We champion children.
- We honor the past, cherish the present, and strive to influence the future.
- We respect and encourage the unique, innate, creative nature of everyone.
- We encourage community involvement.
- We are committed to service.
- We cultivate collaboration and cooperation.
- We adhere to professional ethical standards.
- We strive to deserve support and trust.

CORE VALUES OF OUR COMMUNITY

Utah Festival Opera and Musical Theatre is a community of artists and collaborators built on the foundations of respect, acceptance, and creativity. We embrace the value of each and every individual and the unique perspectives of all they bring to the art we create. We open doors, build bridges, and make work that is accessible to everyone. The opportunity and access to the gift that is live theatre benefits all in our community, and we strive to remove barriers to that gift.

As we grow, we continue to educate ourselves and expand our practices and plans to ensure that we represent a rich array of voices on our stages, in our facilities, and within our community – regardless of race, ethnicity, sexual orientation, gender, age, ability, religion, or social status. We foster an environment where our differences and shared experiences are explored and celebrated with generosity, openness, and curiosity.

Goals and Commitments

Utah Festival Opera and Musical Theatre is committed to maintaining a welcoming environment on and off stage. Our goal is to create conversations that contribute to a more engaged, informed, and connected community. Recognizing that growth is an ongoing process, we continue to review our policies and practices to ensure a supportive, anti-racist environment for our artists, staff members, and audiences. We hold ourselves accountable to listen, learn, and grow as an organization and as individuals.

POSITION PURPOSE

Assist and support the stage manager during both the rehearsal period and performance run. The ASM supervises the backstage crew and areas during performances.

POSITION FUNCTIONS AND RESPONSIBILITIES

PRIMARY RESPONSIBILITIES

- Assist Stage Manager in creation of reports, calls, forms, lists, and rehearsal and performance needs
- During rehearsal: perform daily setup of rehearsal space, tracking of properties and costumes, distribute rehearsal reports and daily calls
- During performance: create, maintain, and supervise preset of stage and scene changes, serve as communication hub between SM and backstage run crew, serve as deck manager for all technical rehearsals and performances
- Attend production meetings
- Create and maintain an accurate ASM prompt book
- Maintain smooth operation of productions during technical rehearsals and performances
- Supervise show crews
- Maintain clean and safe workspaces including rehearsal areas, stages, and theatre areas as well as Stage Management offices
- Handle any performance emergencies under the guidance of the Stage Manager
- Serve as Stage Manager on assigned Special Events
- Perform such tasks, services, duties, and responsibilities in accordance with UFOMT policies, rules, regulations, and instructions now in force, or which may be adopted from time to time, during Employee's employment at the UFOMT.

OTHER FUNCTIONS

- Other duties as determined by the Production Manager.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- 2-3 years of experience in Stage Management
- Prior experience in Opera and/or Musical Theatre

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Excellent written and verbal communication skills
- Ability to track multiple priorities and processes simultaneously
- Ability to read music

PHYSICAL DEMANDS

The physical demands described here are representative of those an individual must meet in order to successfully perform the essential functions of this job. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- This position frequently communicates with groups of people in open areas.
- This position consistently works in darkened environments.
- This position utilizes headset communication systems and electrified cue lights

Utah Festival Opera and Musical Theatre is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

TO APPLY

Please submit a resume (with references) and a cover letter to Michael Strickland, Production Manager at jobs@ufomt.org