

PRESCOTT PARK ARTS FESTIVAL

2025 Assistant Stage Manager

Prescott Park Arts Festival, a well-established and dynamic non-profit performing arts organization, is seeking to hire an Assistant Stage Manager. This position will join the experienced, award-winning, fun, and fast-paced team responsible for organizing this popular summer Seacoast tradition that features over 70 diverse performances from June to October each year. Events include concerts, food and music festivals, movie nights, a signature musical theatre production, a youth theatre camp, and more.

Prescott Park Arts Festival is a cultural leader in the Seacoast, and reaches nearly 150,000 people through its events, all offered by suggested donation in Portsmouth's beautiful downtown Prescott Park. The Festival's contribution to the local economy in show- and visitor-related spending has swelled to \$7.5 million annually.

Job Description Details

This position calls for an energetic, organized, and detail-oriented individual who works with a great deal of independence and exercises sound judgment while performing a variety of duties. The Assistant Stage Manager reports directly to the Stage Manager and Production Director and plays an integral role in the smooth coordination of all rehearsals and performances of the Mainstage Musical production.

The Assistant Stage Manager will work closely with all Festival staff to ensure that all goals and deadlines for the production season are met.

Please note that we cannot offer housing for seasonal/production staff at this time.

Responsibilities include, but are not limited to:

- Assist the Stage Manager and Production Director in coordinating all rehearsals and performances.
- Help compile a clear and easy-to-follow backstage script, including all scene changes, props tracking, and additional key information for smooth performance execution.
- Communicate effectively and efficiently with the cast and crew to ensure all production needs are met.
- Assist in organizing the rehearsal and production environments, ensuring access to and exit from all venues.
- Maintain active communication with the Stage Manager and production staff throughout each performance via wireless comm devices or other methods.
- Ensure artistic consistency, integrity, and quality of the show throughout the production run.
- Oversee backstage activities, ensuring all technical and operational aspects of the performance run smoothly, including but not limited to setting props tables, performing scenic changes, and troubleshooting issues as needed.

- Assist in all backstage set-up and strike tasks before and after each performance.
- Work closely with the Stage Manager, Technical Director, and Theatre Production Manager to ensure all technical matters are handled appropriately.
- Report any issues, including personnel concerns, that may compromise the safety, integrity, or efficiency of the backstage environment or the production.
- **Additional Duties:**
 - Provide a condensed bio (maximum 150 words) and name for inclusion in the playbill by April 1, 2025.
 - Participate in communication with the Theatre Production Manager regarding any personnel issues or concerns as they arise, following appropriate protocols.

Preferred Skills and Other Requirements Include, but are not Limited to:

- Strong organizational and multitasking skills with the ability to manage multiple responsibilities in a fast-paced environment.
- Excellent communication and interpersonal skills to effectively work with cast, crew, and production staff.
- Previous experience in stage management or backstage operations is preferred.
- Ability to take initiative and problem-solve in high-pressure situations.
- Enthusiasm for live theatre and a passion for creating high-quality performances.
- Comfortable standing for long periods and performing physically demanding tasks, including lifting items up to 50 pounds.
- Availability for both weekday and weekend hours, including daytime and evening rehearsals and performances.
- A sense of humor and joy for the job!

Prescott Park Arts Festival is deeply committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. We strongly encourage those with the following identities to apply: Black, local Indigenous, people of color and people with intersecting identities including LGBTQIA+, women and non-binary people, people living with disabilities and others with lived experience being part of marginalized communities.

Applications should be submitted to Ro Gavin, Theatre Production Manager at Prescott Park Arts Festival, at theatricalpa@prescottpark.org, and should include a resume listing all previous work experience and a cover letter. We love learning about our applicants, so don't hesitate to show off what makes you YOU! No phone calls please.

Salary: \$1850 stipend commensurate with experience from signing through closing night (on or about August 10th).