



The Combined Schools Musical is a partnership between Gladstone Entertainment Centre, Gladstone Regional Council, Gladstone/District Schools and the Gladstone Community

## COMBINED SCHOOLS MUSICAL POSITION DESCRIPTION

### ASSISTANT STAGE MANAGER

The Assistant Stage Manager (ASM) is responsible for supporting the stage manager in delivering the operational and production aspects of the musical.

#### Availability

The ASM should be available from when rehearsals start to bump out of the production.

#### Professional Skills

- Experience working backstage in musical theatre or similar
- Knowledge and experience of production sound, lighting, prop and set management
- Experience logistically directing cast and crew backstage
- Knowledge and skills to support Stage Manager in delivering the production as per the Stage Manager's PD

#### Position Requirements

- Ensuring all set and props are in hand and organised
- Ensuring Costumes are in hand and organised
- Supporting the Stage Manager in administrative tasks where required
- Working with the Stage Manager on production elements such as scene changes, cues and cast and crew management
- Liaising with technical crew to deliver support to the production team and Stage Manager
- Being part of the delivery of the actual shows by assisting the Stage Manager backstage
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This person must have strong administrative and organisation skills.

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**Producer:** Carly Quinn, General Manager GECC

**Director:**

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