

THE LAGUNA PLAYHOUSE – Local Equity Stage Managers and ASMs



Reports to:	Production Coordinator
Position Type:	Part time, Non-exempt
Position Status:	Contracted per show
Compensation:	AEA Minimum of LORT C-2
Schedule:	Based on production schedule, all dates subject to change

About Us: Laguna Playhouse, a nationally acclaimed, non-profit, professional theatre located steps away from the Pacific Ocean in the charming arts colony of Laguna Beach, CA seeks local Equity Stage Manager. Local residence must be within a 50-mile radius of the Playhouse (determined by the address on file with Equity.) Reporting to the Production Coordinator, the Stage Manager will be responsible for managing rehearsal and performance process.

About the Position: This is an Actors' Equity Association (AEA) stage management or assistant stage management position – NO HOUSING PROVIDED. All elements of this position will be in accordance with the appropriate AEA contract and rules. The Stage Manager works directly with the Production Manager to schedule meetings and other events needed to complete the production process. Additionally, this position (along with the Production Manager), monitors all Equity actions and, with the Production Manager, maintains compliance with the AEA/LORT contract. The ASM will assist the Stage Manager and be responsible for the running of the deck.

About the Culture: The person most successful in this position will be a well-organized, detail oriented individual dedicated to helping take the facilities function of a vibrant and growing non-profit theater to the next level. The right candidate will thrive in this warm, welcoming and creative atmosphere that embraces individuality and is artistically fulfilling, forward-thinking and dog friendly! The Laguna Playhouse is dedicated to building an equitable environment that is mixed across lines of difference and strongly encourages applications from Black, Indigenous, People of Color, women, transgender and non-binary candidates. Applicants from populations underrepresented in the theater field are strongly encouraged to apply.

Qualifications:

- Experience in working with people and management of crews.
- Experience in maintaining a prompt book and calling performances.
- Experience communicating between departments and managing meetings.
- Ability to take blocking notes and compose rehearsal/performance reports.
- Ability to read and interpret ground plans and design drawings.
- Attention to detail, sense of timing, and accuracy of work.
- Optimism, sense of humor, creativity, problem-solving abilities, and the ability to work under time constraints with artistic people or alone.
- Team player with outstanding problem-solving abilities, time management skills, diplomacy, and communication.
- Experience working on straight plays and plays with music. Experience working on musicals is a plus.
- Must be a member of Actors Equity Association.

Responsibilities:

- Manage rehearsals and call performances
- Work with the Artistic Directors/General Manager and Director to create rehearsal schedules for each show and ensure that all elements are rehearsed prior to and during technical rehearsals.
- Manage the transition of all show elements from the rehearsal room to the stage.
- Maintain communication with and between all production departments and artists, including daily rehearsal/performance reports.

- Create and maintain a prompt book and calling script for each production that is the hub of all information and kept in a secure and accessible location.
- Maintain a clean, safe, and organized working environment.
- Participate in work calls, meetings and events as required.

Physical Requirements of the Position:

- Employees will be required to provide proof of vaccination as a condition of employment. When providing such documentation, applicants are instructed to omit any additional medical information other than proof of FDA-approved vaccination against COVID-19 infection. Please note any record of applicant vaccination will be maintained as a confidential medical record.

To apply for this position, please send a cover letter and resume to Human Resources under the heading:

Local Stage Manager/ASM

Cover letter must accompany resume submission

hr@lagunaplayhouse.com