

# APPRENTICE ASSISTANT STAGE MANAGER

## 2024 Summer Season – *Jim Watts: Girl Reporter*

4th Line Theatre, an outdoor theatre company located in Millbrook, Ont., is currently looking for an Apprentice Assistant Stage Manager for the 2024 summer season production of *Jim Watts: Girl Reporter*

**Start date:** July 2, 2024

**End date:** August 24, 2024 (8 weeks)

### **Remuneration:**

\$1,000 honourarium

### **Skills & Other Requirements:**

- Interest and/or experience in theatre
- Experience in stage management is an asset but not a requirement
- Is creative, curious and passionate about theatre and has the ability to work in a team environment
- Must enjoy working outdoors
- Reliable transportation to and from all rehearsals and performances (due to the rural location)
- Must enjoy working outdoors
- Must be available to work rehearsals Tuesdays through Sundays from July 2 – 27 (July 2–14 - Tuesdays through Saturdays from 8 AM – 4 PM and Sundays 10 AM – 6 PM; July 16 – 20 – Tuesday through Saturday from 8 AM – 4 PM; July 23, 24 – 10 AM – 6 PM; July 25, 26, 27, 28 – 1 PM – 9 PM and performances Tuesdays through Saturdays from July 30 – August 24 with a potential added rain date show on Monday, August 19th.

### **Duties & Responsibilities of this position will include:**

- The Apprentice Assistant Stage Manager assists the Stage Manager, Assistant Stage Manager and Director during rehearsals and performances:
  - Assisting with setting up and running rehearsal schedules
  - Communicating with front of house staff
  - Working with the stage management team to help cue performers to go on stage and cue technical crew to operate sound, etc.
  - Assisting with costume and wig fittings where needed
  - Helping distribute information to other theatre departments
  - Being present backstage during each show and helping the stage management team and running crew with duties
  - Communicating with cast and crew and theatre administration where needed
  - Learning from the stage managers about the responsibilities of a stage manager in a theatre

### **Employer Information:**

4th Line Theatre is an award-winning outdoor theatre company that presents regionally-based, environmentally-staged, historical dramas. Our performance venue is located on the Winslow farm, just outside of Millbrook, Ontario. To find out more about 4th Line Theatre and the upcoming summer season, please visit our website

[www.4thlinetheatre.on.ca](http://www.4thlinetheatre.on.ca)



Please send an email expressing your interest to:

Lindy Finlan

General Manager

[lindy@4thlinetheatre.on.ca](mailto:lindy@4thlinetheatre.on.ca)