



## **ASSISTANT STAGE MANAGER Job Description**

February 4, 2022

**Position: Assistant Stage Manager (full time, seasonal contractor)**

**Reports to Stage Manager, Associate Artistic Director**

**Start Date: April 18, 2022**

**End Date: August 12, 2022**

### **About Kentucky Shakespeare:**

Grounded in the works of Shakespeare, our mission is to enrich communities through accessible, inclusive, professional theatre experiences that educate, inspire, and entertain diverse audiences. Our vision is to use Shakespeare's truths and the power of the arts to transform lives. Shakespeare belongs to everyone.

Kentucky Shakespeare serves communities through the Kentucky Shakespeare Festival in Central Park, education programs for schools, public performances, and community outreach programs. Currently in its 62nd season, the Kentucky Shakespeare Festival in Central Park is the longest-running free, non-ticketed Shakespeare festival in the United States. As the most comprehensive in-school arts education provider in the Commonwealth, Kentucky Shakespeare serves schools throughout the region with interactive educational programming directly tied to academic standards, helping impact student achievement. Our many community programs explore conflict resolution, empathy building, and communication, in a range of settings from preschools to senior centers.

Our summer performance space is the C. Douglas Ramey Amphitheater in Louisville's Central Park. We operate with a small staff of 9 people during the year, and in the summer bring in around 70 contract employees to staff the summer theatre festival and our summer camp offerings. We ask every team member to bring their clear-eyed full-hearted commitment to the artistic and community service pieces of our work.

### **Summary of Position:**

The assistant stage manager has a wide variety of responsibilities, including: assisting the stage manager during rehearsals, being responsible for all backstage activity once we move to the park, and supervising the stage management and other interns, conducting excellent and transparent communication within the production team.

Matt Wallace, Producing Artistic Director  
[www.kyshakespeare.com](http://www.kyshakespeare.com)



**Knowledge, Skills, and Abilities:**

- Well-developed verbal and written communication skills
- Work well under pressure in a fast-paced environment with many personalities
- Ability to work long hours and to manage an irregular schedule including weekends and holidays
- Experience problem-solving and making quick decisions
- Ability to handle sensitive issues among the artists and staff throughout the season
- Ability to work outdoors in rain and high temperatures
- Experience bridging the communication gap between actors and other staff

**Minimum Qualifications:**

- Basic knowledge of procedures for a standard professional rehearsal process

**Preferred Qualifications:**

- Computer proficient (Microsoft Office and/or IOS software, internet file sharing)
- Bachelor's degree or commensurate experience in theatre management
- Basic understanding of technical theatre
- Experience interacting with patrons in a theatre setting
- Maturity and understanding of the artistic process and excellent interpersonal, teamwork, and diplomacy skills.

**Compensation:**

Compensation will be commensurate with experience.

**To Apply:**

Applicants for this position should email resume and cover letter to:

Amy Attaway  
Associate Artistic Director  
[amy@kyshakespeare.com](mailto:amy@kyshakespeare.com)

**Kentucky Shakespeare is committed to recruiting and fostering a diverse community of staff and interns. Individuals from traditionally under-represented groups are encouraged to apply.**

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