

Job Title: Assistant Stage Manager
Reports to: Production Stage Manager, Director of Production
Works Closely with: Stage Manager, Production Staff and Select Music and Artistic Staff

About Sarasota Opera

Sarasota Opera, which owns its 1926 historic theater, renovated in 2008, produces a winter festival season with four operas in repertory from January to March, and a fall season of varying size. Throughout both seasons, Sarasota Opera offers additional special events and concerts.

Position Summary

The Assistant Stage Manager is a seasonal independent contractor who, under the guidance of the Production Stage Manager/Calling Stage Manager, will assist with the documentation, preparation and running of all rehearsals and performances. They will also maintain a working score for assigned productions, and other duties related to stage management as assigned.

Duties may include but are not limited to:

- Attending all rehearsals as needed by the Stage Manager
- Assisting with the collection, organization and running of rehearsal props and costume pieces for the rehearsal room
- Setting of rehearsal rooms
- Following the score and cueing singers
- Standing in for missing performers
- Assisting the Stage Manager in running all performances - SL or SR responsibilities, cueing performers, giving calls, handling performance issues, etc.
- Overseeing the setting of props and costume pieces on stage
- Creating sign in sheets for all cast members / maintaining callboard
- Walking the set and backstage areas for safety hazards
- Recording and transferring spike marks from rehearsal room to stage
- Generating and maintaining running paperwork for props, wardrobe, A/V, etc.
- Assisting with or stage managing concerts or other special events

Position Requirements

The successful candidate will possess the following knowledge and skills.

- Two years of experience as an Assistant Stage Manager
- Experiences working in Opera is REQUIRED
- Ability to read music well
- Excellent organizational and communication skills as well as attention to detail
- Repertory experience preferred
- Experience with union crews preferred

Dates and Pay

- Specific dates will vary by production assignment, but generally early January through late March should be expected.
- This is a seasonal independent contractor position, the rate of pay ranges from \$500 to \$650+ per week based on previous experience. Housing, with private bedroom and shared common spaces, and travel, either round trip airfare or travel stipend are provided.

Please Note

- We encourage BIPOC, LGBTQ+ candidates, and other historically excluded identities to apply.
- To apply send a cover letter and resume including three references to prodjobs@sarasotaopera.org with "ASM 2025-your last name" in the subject line.
- Please tell us how you heard about this posting
- For more information, visit www.sarasotaopera.org
- EOE