



Florida Grand Opera

Assistant Stage Manager
Job Description

FGO is celebrating its 80th anniversary this year. The company produces a main-stage season of four operas with performances at both the Adrienne Arsht Center for the Performing Arts of Miami Dade County and the Broward Center for the Performing Arts. Additionally, FGO also performs at other smaller theaters in South Florida. FGO facility just west of the Miami International Airport in the City of Doral, houses administrative, music, and production offices and its costume, wig, and make-up shops.

DEPARTMENT: Production
REPORTS TO: Production Stage Manager
CLASSIFICATION: Seasonal/Non-exempt

RESPONSIBILITIES:

Pre-Production & Rehearsal

- Assist the Production Stage Manager (PSM) with measuring and taping out the ground plan before rehearsals begin.
- Create and maintain the sign-in sheets for Principals, Chorus, Supers, and Children at the Rehearsal Space and Theater. All sign-in sheets must be kept in date order and copied for the Music and Production Department records.
- Assist in keeping track of Chorus rehearsal hours and marking down when choristers are late arriving to rehearsals or performances.
- Be aware of all general office supplies and maintain a list of supplies which need to be purchased.
- Be aware of bottled water, coffee, and tea supplies and reserves.
- Call all late Artists, Chorus, Supers, and Children to find out when they will be arriving and inform the PSM and other Company officials of the same.
- Create all name tags for Chorus, Supers, and Children prior to the first staging rehearsal.
- Maintain the company call board at the rehearsal space and theater.
- Keep the rehearsal hall tidy. Cleaning up as needed.
- Assist the PSM with the preparation and distribution of the daily rehearsal schedule.
- Create and maintain a contact sheet for the Chorus, Supers, and Children.
- Create the permanent production record, under the supervision of the PSM.
- Work with PSMM and Make-up staff on creating make-up letters informing the Artists of their make-up call times for all dress rehearsals and performances.

Performances:

- Assist with set-up of Production office at the theaters.
- Maintain the sign-in sheets and call all individuals who are late. Relay the late arrivals information to the PSM and other Company officials.
- Cue performers as instructed by the PSM.
- At the end of the run, assist in packing and removal of stage management office supplies and equipment for the performance spaces back to the rehearsal space.

Other Responsibilities:

- Attend Production Meetings and other meetings as required.
- Building maintenance and supervision as required.
- Other duties as assigned.

Skills and Training Required:

- Must have theatrical experience, either academic or professional.
- Must be able to competently read and follow a music score.
- Ability to understand and follow directions.
- Must have a valid driver's license.

Physical Requirements:

- Must have the vision and dexterity to safely operate under darkened theater conditions.

Contract Dates: (Subject to Adjustments before 12.01.21)

December 30, 2021 to May 24, 2024

TO APPLY

Florida Grand Opera cultivates a work environment that encourages fairness and respect among all employees. We are committed to maintaining a work atmosphere in which people of diverse backgrounds may grow personally and professionally. We are an equal opportunity employer. We will not discriminate against an employee or applicant because of race, religion, gender, national origin, ethnicity, age, physical disabilities, sexual orientation, gender identity or expression, marital status, or veteran status in hiring. Please send a cover letter and resume to: jobs@fgo.org. Review of candidates begins immediately.

COMPENSATION: Based on the current AGMA rate for this position, \$915.61 per week plus shared housing or stipend.