

# Resident Assistant Stage Manager

- DEPARTMENT:** Production
- CLASSIFICATION:** Full Time / Part Time
- PAY:** Full Time: AEA LORT B ASM contract rate, estimated 42 weeks  
Part Time: \$28.00/hr, estimated 8 weeks
- LOCATION:** La Jolla, CA on the beautiful campus of the University of California, San Diego
- SCHEDULE:** Weekdays, some weeknights, holidays and/or weekends
- REPORTS TO:** Production Managers
- WORKS WITH:** Executive Producer, General Manager, Company Manager,  
La Jolla Playhouse Staff, Visiting Stage Managers, UCSD Staff and Students,  
Visiting Artists
- SUPERVISES:** None
- START DATE:** Part Time: April / May 2024, Flexible  
Full Time: June 11, 2024
- POSTING DATE:** August 2023
- APPLICATION**
- REVIEW BEGINS:** 9/25/23 (Position Open Until Filled)
- TO APPLY:** Submit a cover letter, resume and references to [productionjobs@ljp.org](mailto:productionjobs@ljp.org).  
Please include in the subject line – “Resident Assistant Stage Manager”

## ORGANIZATION OVERVIEW

La Jolla Playhouse is a place where artists and audiences come together to create what’s new and next in the American theatre, from Tony Award-winning productions, to imaginative programs for young audiences, to interactive experiences outside our theatre walls. Founded in 1947 by Gregory Peck, Dorothy McGuire and Mel Ferrer, the Playhouse is currently led by Tony Award winner Christopher Ashley, the Rich Family Artistic Director of La Jolla Playhouse, and Managing Director Debby Buchholz. The Playhouse is internationally renowned for the development of new plays and musicals, including mounting 110 world premieres, commissioning 70 new works, and sending 33 productions to Broadway, garnering a total of 38 Tony Awards, as well as the 1993 Tony Award for Outstanding Regional Theatre. These works include the Broadway hits *Come From Away*, *Diana* and *Memphis*, all directed by Ashley; *The Who’s Tommy*; the Pulitzer Prize-winning *I Am My Own Wife*; and *Jersey Boys*.

La Jolla Playhouse is committed to diversity in all areas of our work, on and off stage. We lead with our values and encourage individuals with unique perspectives to apply. La Jolla Playhouse is proud to be an Equal Opportunity Employer (EOE).

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## STATEMENT OF JOB

The Resident Assistant Stage Manager (RASM) is responsible for Stage Managing or Assistant Stage Managing three to five subscription shows per year, readings and workshops, and various events. In addition, the RASM works closely with Production Management in the hiring and onboarding of stage management teams, and advises visiting stage managers of LJP's practices.

The RASM is paid on an Actors' Equity Association LORT B Contract when working on AEA shows (estimated as 42 weeks for Season 24/25) and paid \$28/hr on a part time, flexible basis in between shows.

## RESPONSIBILITIES

- Stage Manage or Assistant Stage Management at least 3-5 subscription shows a season.
- Stage Manage readings and workshops as necessary.
- Stage Manage or ASM the LJP Annual Gala Event and other special events as necessary.
- Advise Production Management on hiring stage management teams.
- Onboard and provide mentorship to stage management teams including Stage Managers, Assistant Stage Managers, production assistants, stage management Interns.
- Set and maintain standards for all stage management teams including ensuring that protocols and safety standards are being met in a timely manner.
- Create and maintain a uniform style of scheduling, production paperwork, communication, procedures and systems to enhance continuity from production to production.
- Advise Production Management on the Graduate UCSD Stage Management residency assignments each season. Furthermore, provide guidance, mentorship and feedback to these SM Residents.
- Attend all Full Company Meetings, show Front of House meetings, and show Company Breakfasts.
- Other duties as assigned.

## QUALIFICATIONS

- Experience working in a LORT theatre with a thorough understanding of the LORT/AEA Agreement and current theatre practice in the USA.
- Broadway, Off-Broadway, Special Events experience preferred.
- Knowledge and experience with SDC, USA, AFM, IATSE agreements.
- Experience forming and managing relationships with visiting artists, staff and overhire personnel.
- Demonstrated success in leadership, goal setting, and personnel management.
- Possess strong verbal and written communication, critical thinking, attention to detail, problem solving, and organizational skills, including when working with competing priorities and time constraints.
- Computer literacy including MS Office, Adobe Acrobat, Final Draft, Dropbox and Google Mail
- Knowledge of and dedication to safe working practices.
- Commitment to uphold and meaningfully engage with the mission, vision, and values of La Jolla Playhouse.
- Being fully vaccinated against COVID-19 by an FDA approved vaccine is a condition of employment.

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## **PHYSICAL DEMANDS**

- Ability to work extended hours including nights and weekends during tech and performances.
- Frequently sits for extended periods of time.

## **WORK ENVIRONMENT**

- Environment varies from dark/quiet backstage to bright/loud on stage.