



## **Position Description** **Assistant Stage Manager**

### **Company Profile**

Bangarra is an Aboriginal & Torres Strait Islander organisation and one of Australia's leading performing arts companies, widely acclaimed nationally and around the world for its powerful dancing, distinctive theatrical voice and utterly unique soundscapes, music and design. Under the visionary leadership of Stephen Page, Artistic Director since 1991, Bangarra has created an extensive repertoire of distinctively Australian theatrical experiences weaving traditional and modern cultures seamlessly into its award-winning dance theatre productions. With studios at Sydney's Walsh Bay, Bangarra tours extensively to national, regional and remote centres across Australia and internationally each year.

### **Position Description**

The Assistant Stage Manager will assist the Production team in pre-production, bump in, daily show, bump out and post-production tasks. The Assistant Stage Manager will work closely with the Director, Technical & Production, Production Manager, Head Electrician, Stage Manager, AV & Sound Technician, Head of Wardrobe, Rehearsal Director and Company Manager.

The role will report to the Production Manager, who in turn reports to the Director, Technical and Production.

### **Areas of Responsibility**

#### **1. Pre-Production**

- 1.1. Assist Stage Manager with full company rehearsal runs, filming and note taking.
- 1.2. Assist all departments in creating show running paper work.
- 1.3. Formation of prop lists, costume inventories and running sheets associated with Bangarra productions.
- 1.4. Assisting in the smooth running and recording of all rehearsals, in both studio and theatres.
- 1.5. Assisting in the recording of all Bangarra performances for archival purposes.
- 1.6. Maintaining all of the Company's first aid requirements
- 1.7. Assist Production Manager with other duties as required.

## **2. Bump In**

- 2.1. Unloading truck and supervising the placement of scenery and road-cases.
- 2.2. Assisting with the building of scenery.
- 2.3. Assisting with the rigging of lights,
- 2.4. Assisting with general backstage set up e.g. setting up paint and quick change areas, safety checking backstage work areas for performers, organizing adequate 'blue' light.
- 2.5. Assist with setting up Dancer's gym & treatment areas.
- 2.6. 'Walking' during lighting plot.
- 2.7. Assist Stage Manager and Rehearsal Director in organising and calling performers during spacing rehearsals.

## **3. Daily Show Running Tasks**

- 3.1. Preshow set up including paint and costume prep, technical checks, props and scenery setting.
- 3.2. Dancer paint prep assistance.
- 3.3. Dedicated show plot including technical cues, performer cuing, costume quick change.
- 3.4. Microphone wrangling.
- 3.5. Post show cleaning and pack up.

## **4. Bump Out**

- 4.1. Assisting Production Manager with scenery deconstruction and masking pack up.
- 4.2. Assisting Stage Manager with backstage pack up including paint tables and props pack up.
- 4.3. Assist all departments with any additional bump-out requirements.
- 4.4. Assist with loading truck for next venue.

## **5. Post-Production**

- 5.1. Assist in archiving all show related materials.
- 5.2. Assist in labeling all scenery and costumes.