ASSISTANT STAGE MANAGER

The Assistant Stage Manager is a hybrid role: at the start of the Spring Sing season this position focuses on administrative support; as the show gets closer, the position transitions to Assistant Stage Manager.

In the early weeks of the show, this position will assist with administrative details in conjunction with the Producer, Assistant Director of Campus Life, and Technical Producer.

As the show approaches, this position will need to assume the role of Assistant Stage Manager in order to help ensure smooth transitions during the show.

Since this is a position that wears multiple hats, and duties will be assigned as needed, it is important this person be self-motivated and adaptable to changing situations.

RESPONSIBILITIES

- Take minutes at all Spring Sing Committee meetings
- Update Spring Sing bulletin board
- Coordinate song list with Band Director and Producer
- Update Director’s Packet in conjunction with Producer and Assistant Director of Campus Life
- Work with Assistant Director of Campus Life to update Spring Sing web presence, including:
  - posting Spring Sing rules online
  - posting song lists online
- Assist Producer, Assistant Director of Campus Life, and Technical Producer with needs as they arise
- In conjunction with the Spring Sing Stage Manager, and under the direction of the Spring Sing Technical Producer and crew, handle all backstage matters related to Spring Sing
- Assist Stage Manager with transporting props and backdrops to the Bowl
- Coordinate all volunteer recruitment for Spring Sing (e.g. ushers, stage hands, etc.) and serve as the primary contact during dress rehearsal and the show
- Coordinate house clean up after the show

EXPECTATIONS

Your presence is required at the following events and trainings:

- Spring Sing Committee Retreat
  - Friday, January 23, 2015 | 5pm to 9pm
  - Saturday, January 24, 2015 | 9am to 9pm
- Weekly Spring Sing Committee Meetings
  - Beginning the week of January 26, 2015
  - Concluding the week of April 8, 2015
- Spring Sing Kick-Off | February 5, 2015
- Gym Rehearsals | March 16-19
  - Please note: the entire committee is not required to attend gym rehearsals. Details will be outlined as gym rehearsals get closer.
- Dress Rehearsal | March 20, 2015
- Spring Sing | March 21, 2015
- Other meetings/gatherings that your specific position entails
- All Spring Sing Committee members, with the exception of the Producer, are expected to assist with Bowl clean up prior to going to Taffy’s
- You are invited and encouraged to attend Student Leader training from 10am to 5pm on Saturday, January 10, 2015.
- You are invited and encouraged to attend Leadership Lunches. These occur twice a month from 12noon to 1pm on Tuesdays.

QUALIFICATIONS
- Have a minimum 2.3 GPA
- Strong ability to manage time well, meet deadlines, maintain a high level of organization, and manage multiple projects simultaneously
- The ability to be self motivated and to work independently when the need arises
- The ability and desire to work closely with other student leaders, the Assistant Director of Campus Life, and the Technical Producer of Spring Sing
- The ability to relate and work professionally with a diverse student population
- Maintain full-time student status at Westmont and fulfills the college’s eligibility requirements for participation in campus activities as reflected in the Student Handbook
- An understanding of Westmont’s mission, campus environment and culture
- Students on disciplinary probation are not eligible to apply to student leadership positions.
- If a current student leader violates the community life standards or policies, their organizational advisor or supervisor will be notified and the student will be required to meet with the advisor or supervisor to discuss the situation and determine whether the student should be permitted to continue to serve in the role. It is the advisor or supervisor’s responsibility to make this decision.