



Job Description: Rehearsal & Run Associate Stage Manager for 2026 New Works Festival

Position Summary

The Shattered Glass Project is hiring four Rehearsal & Run Associate Stage Managers for the four plays in the 2026 New Works Festival. Each R-ASM will be responsible for one of the plays and will ensure that the production of their assigned show runs smoothly from first rehearsal to final curtain call. They will facilitate communication about production matters between their team and the Production Stage Manager and the co-producers; act as a right hand to the director and playwright for their show; collaborate with the Scenic & Properties designer to procure properties; and call all technical cues during performances. They will operate the lighting and sound cue equipment. The R-ASM will assist the production team and the PSM with ensuring that deadlines established by the production team are met; assist the director during rehearsals; and hold responsibility for maintaining the integrity of the production per the director's vision after the Festival opens.

Pay

The Rehearsal & Run Associate Stage Manager will be paid a \$1000 stipend, to be paid on closing night, and will be employed as an independent contractor.

Production Schedule

Production Meetings: weekly on Sundays, time TBD (can be remote), starting July 19, 2026	Load-in: Week of October 25, 2026
Auditions: July 24-26 and August 1-2, 2026	Tech & Dress Rehearsals: October 31-November 4
Festival Cast & Crew Meet and Greet: September 20, 2026	Opening: November 5, 2026
Rehearsals begin week of September 20, 2026; range of rehearsal hours will vary	Closing: November 22, 2026
Construction/Build (as needed): Week of October 18, 2026	Days/times of planned performances: <i>tentative</i> Th-Fri, 7:30 PM; Sat-Sun, 2 p.m. and 7:30 PM
	Strike/Load-out: November 22, 2026

Venues

Performances, production meetings and some rehearsals

MLK FAME Center: 3201 E. Republican St., Room 109 (The Green Room), Seattle WA 98112

Remote production meetings possible.

Additional rehearsals

TBD (MLK FAME Center Community Room and/or TPS)

Production Team

Producing Artistic Director: Rebecca O'Neil; Co-producers Linda Lombardi and Adrian Prendergast. Additional information about the TSGP leadership team is available at <https://www.shatteredglassproject.org/people>

Duties and Responsibilities

Provide tactical and organizational support to the director, actors, and production team throughout the production process: Attend all production meetings and all agreed upon rehearsals, technical rehearsals, previews, and performances. Assist the production team and the Production Stage Manager in ensuring that designers meet agreed upon production deadlines.

Assist with design and logistical aspects of the individual show: Collaborate with the Scenic & Properties Designer to create comprehensive properties lists and assist with the procurement and maintenance of hand props. Coordinate laundry with the Costume Designer and take responsibility for some laundering as needed.

Schedule and run rehearsals: In collaboration with the Production Stage Manager, create a rehearsal schedule for individual shows; assist the PSM with ensuring the broader rehearsal schedule for the entire Festival is created accurately and runs smoothly. Attend all rehearsals, take notes and send rehearsal reports to all necessary theatre staff and designers following each rehearsal. Record the director's decisions about blocking and notes for the actors. Assemble and maintain a production script (prompt book) with notes on the technical & artistic operations of the production.

Maintain the integrity of the production per the director's vision after opening: Supervise preshow activities such as technical and safety checks. Provide notes to performers, conduct warm-ups and rehearse any necessary fight or intimacy calls. Ensure that cast and crew are present and ready for curtain.

Attend performances and call the show: Call cues per the prompt book; as needed, operate lighting, sound, and any other technical elements during performances. Supervise all additional board operators and backstage crew. Send a performance report to all necessary production & theater staff members following each performance.

Key Competencies and Skills

Artistic Skills

- General skills in personnel and project management, with specific ability to juggle complex scheduling for rehearsals.
- Flexibility working in a multi-show environment and with a large production team.
- Experience calling cues during theatrical performances
- Broad knowledge of technical theater; specific ability to run lighting and sound equipment.
- Ability to multitask under pressure
- Strong written and verbal communication skills
- An understanding of trauma-informed rehearsal practices and a basic comprehension of standard intimacy practices for the theatre

Collaboration and Workplace Skills

- Openness to a co-mentoring philosophy, i.e., to ability and willingness to both learn from and share knowledge with colleagues on all levels of experience.
- Commitment to uplift antiracist and social justice values

- Strong self-management and time-management skills
 - Willingness to collaborate
 - Problem-solving abilities
 - Drive to see projects through to completion
 - Clear communication abilities
 - Willingness to adapt to various project management and communication tools, depending on the project at hand
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How to apply

Please email the following to festival@shatteredglassproject.org

- Letter of interest
 - Resume or CV
 - Website or portfolio information
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About the New Works Festival:

<https://www.shatteredglassproject.org/2026-new-works-festival>

The Incubator/Mentor Program provides Seattle-area theatre artists the tools and relationships essential to creating and maintaining a safe, inclusive, anti-racist, and consent-based space for creating theatre. Through this initiative, TSGP empowers artists who have been marginalized on the basis of gender, including but not limited to cis and trans women, non-binary folks, and trans-masculine+trans-feminine folks.

As part of the I/M, the 2026 New Works Festival: New Voices, New Narratives is a three-week festival featuring four new plays by local playwrights. Selected playwrights and directors will collaborate in the full production process, from casting to design to rehearsals and closing night strike.

About The Shattered Glass Project

The Shattered Glass Project is a theatre company with the mission to amplify the voices of theatre artists who have been marginalized on the basis of their gender or sex by providing unique opportunities to create and grow professionally. www.shatteredglassproject.org