

Robert Smith

Assistant Stage Manager

PERSONAL STATEMENT

Assistant Stage Manager with 3 plus years of experience. Service-minded individual pursuing opportunities to combine my organizational prowess and artistic capacity to benefit the Houston community.

WORK EXPERIENCE

Assistant Stage Manager

Disneyland Resort - April 2017 - Present

Responsibilities:

- Executing daily show operations including documentation and personnel management.
- The first point of contact for cast members in the event of a concern or an emergency.
- Supporting for excellent execution of shows, whilst ensuring the well being of all involved.
- Role taking notes for the Director, managing and optimizing rehearsal time, and managing the stage crew, running audio cues, costume switches, and set-piece changes.
- Creating the paperwork using Microsoft Excel and Word to aid interdepartmental communication and ease.
- Managing the behind the scene operations for productions including choreographing large scenic.
- Assisting the Stage Manager and Director with casts of usually 25 actors/children and directed them in their rehearsal.

Assistant Stage Manager

Disneyland Resort - April 2015 - May 2017

Responsibilities:

- Facilitated all day-of communication and show the operation for musical performances, speakers, and conferences.
- Managed backstage operations of award presentations, auction and musical performance portions of the event.
- Put up full-scale musicals in 13 days, multitasking running shows with rehearsals concurrently.
- Acted as ASM for Broadway gala featuring celebrities in both the music, film, and Broadway communities.
- Created and updating show paperwork, tracking props, scene changes and entrance/exits.
- Adhered to the rules and hours permitted of an equity cost theatre - as part of the Finger Lakes musical theatre festival.
- Worked with the stage manager at assisting the needs of the instrumentalist either answering or directing any question and concerns that may arise in a respectful manner to the pointed person.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Collaboration, Critical Thinking, Resourcefulness, Time Management, Leadership, Microsoft OS, Microsoft Office, Word Processing

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Bachelors Of Arts in Theater And Performance Studies in Theater And Performance Studies - May 2011(UNIVERSITY OF CALIFORNIA, BERKELEY, Berkeley - Berkeley, CA)Certification in Personal Financial Planning - (UNIVERSITY OF CALIFORNIA, IRVINE EXTENSION, Irvine - Irvine, CA)