

Objective

Assistant Stage Manager with 2 plus years of experience. Shows initiative and adaptability. Knowledgeable in client relations and rapport building. Experience with various POS and CRM programs including Coheris and Magento Systems. Good communication skills and integrity.

Skills

Creative Problem Solving, Microsoft Word, Excel, PowerPoint, Basic Spanish, Organization, Cash Management, Customer Service, Human Connection, Multitasking, Quick Thinking, Communication, Working Under Pressure, Singing, Dancing, Acting, Hemming Pants, Replacing Buttons, And French Diction, German Diction, And Italian Diction.

Work Experience

Assistant Stage Manager

Long Beach Opera - 2017 – Present

- Managing actors, designers, crew and the backstage area gathering all minute details for entrances, exits, props, and stage movement for archive use clerical duties extreme.
- Assisting the Director, Production Manager, and the Stage managers.
- Performing as a contact point for actors and production team props tracking and creation.
- Coordinating with event staff and local police officers to ensure safety.
- Assisting the stage manager in various tasks, such as drafting daily calls, rehearsal reports, and keeping track of calendars/schedules.
- Supervising cast backstage during the run of shows, as well as the various crews.
- Ensuring performance space is prepared for actors and musicians arrival, managing properties and set movement during performances and tech rehearsals.

Assistant Stage Manager

ABC Corp - 2015 – 2017

- Streamlined set movement during technical rehearsals and performances.
- Provided emotional and health support for actors during technical rehearsals and performances.
- Assisted with the collection, organization, and running of rehearsal props and costumes.
- Responsibilities included frequent contact with the Director and Actors, managing actor schedules, managing production information, communicating important information to the entire staff, and making blocking notes and stage direction.
- Synthesized and adapted to varying sets of instructions from directors, artistic directors, stage managers, and designers.
- Further developed integral traits including calmness under pressure, flexibility, dependability, organizational ability and confidence in quick decision-making.
- Organized the backstage movements, set-construction, overseeing stagehands and tech crew.

Education

MASTER OF MUSIC in MUSIC - 2017(CALIFORNIA STATE UNIVERSITY NORTHRIDGE)

BACHELOR OF MUSIC in MUSIC - 2014(CALIFORNIA STATE UNIVERSITY NORTHRIDGE)