

# Assistant Stage Manager

Start Date: June 2, 2026

End Date: July 27, 2026

Wage: \$3600

Schedule Note: Theatre Under the Trees is comprised of two shows: *Robin Hood* and *The Paper Bag Princess*. Both rehearse part-time (typically 3 days a week) during the month of June. Once July comes the schedule transitions through tech to align with the performance schedule. This position is for *Robin Hood* with the potential of an extension (to be negotiated) to be running crew on *The Paper Bag Princess*.

Project X Theatre is seeking a **highly organized, collaborative, and enthusiastic Assistant Stage Manager (ASM)** to join our team for this summer's *Robin Hood* as part of the **Theatre Under the Trees**.

This is an exciting opportunity to work with a passionate group of artists creating professional theatre in a unique outdoor setting, bringing stories to life under the sky for audiences of all ages.

## About Project X Theatre

Project X Theatre is a professional theatre company based in Kamloops, BC. For nearly two decades, **Theatre Under the Trees** has brought live theatre to the community in a relaxed outdoor environment where families, friends, and visitors gather for an unforgettable summer experience.

More information about what performers can expect during Theatre Under the Trees can be found [here](#). CAEA artists will be engaged under the D.O.T. Agreement. At this time, Project X Theatre is only able to consider artists from Kamloops and the surrounding region (ie communities within reasonable daily commuting distance). Unfortunately, Project X Theatre is unable to provide accommodations in the city of out-of-town performers.

## Position Overview

The Assistant Stage Manager supports the Stage Manager and production team in ensuring rehearsals and performances run smoothly. This role is ideal for someone who thrives in a fast-paced environment, enjoys problem-solving, comfortable with the outdoors, and loves being part of the behind-the-scenes magic that makes live theatre happen.

## Key Responsibilities

- Assist the Stage Manager during rehearsals and performances
- Help maintain paperwork including but not limited to prop lists, wardrobe documents, scene by scenes, and running lists.
- Track props, costumes, and set pieces during rehearsals and performances
- Assist with set-up and strike of rehearsal and performance spaces - including setting up pop up tents, tables, moving costume racks, and locking up the site
- **Liase with cast, crew, and production staff**
- Attending production meetings, prop meetings, wardrobe meetings/ittings
- Launder costumes between performances
- Assist with running backstage during performances
- Help maintain backstage organization and safety
- Understanding and enacting weather protocols
- and helping to ensure safe worksite practices are followed for the duration of the festival.

## Qualifications

- Previous stage management or assistant stage management experience preferred
- Strong organizational and communication skills
- Ability to work collaboratively in a team environment
- Comfortable working outdoors in varying weather conditions (extreme heat, potential smoky air, rain, wind, etc., all in accordance with our extreme weather policy).
- Ability to remain calm and flexible in a live performance environment
- Passion for theatre and community arts

## Contract Details

- **Location:** Prince Charles Park, Kamloops, BC
- **Contract Dates:** Approximately June 2 – July 27 2026 (rehearsals and performances)
- **Compensation:** \$3600
- Rehearsal hours are roughly 13:30-22:30, Tech Days 12:00-22:00, and call times for performances are roughly 1.5hours before the show. \*Schedule to be finalized by the festival stage manager.

## Why Join Us?

- Work in a fun, creative outdoor theatre environment
- Be part of a milestone 20th festival of Theatre Under the Trees
- Gain valuable professional production experience
- Collaborate with talented artists and theatre professionals

- Contribute to a beloved community cultural event

## How to Apply

Please send the following to [skylar@projectxtheatre.ca](mailto:skylar@projectxtheatre.ca) with the subject line *Assistant Stage Manager Application*:

- Resume
- Brief cover letter outlining your experience, interest in the position, and any summer plans

**Application Deadline:** March 31, 2026

Project X Theatre encourages submissions from those who self-identify as belonging to underrepresented communities. Project X Theatre is committed to creating an inclusive and welcoming environment for our team and our audiences.