

ASSISTANT STAGE MANAGER — THE SINGING CHRISTMAS TREE

Company: Carolina Voices

Location: Halton Theater, Central Piedmont Community College — Charlotte, NC

Production Dates: December 7–13, 2026

Pay: Based on experience and agreed rehearsal scope

Category: Stage Management / Production

Job Type: Paid Seasonal

About Carolina Voices

For more than 70 years, Carolina Voices has brought the Charlotte community together through song. **The Singing Christmas Tree** is our signature holiday production and a beloved Charlotte tradition featuring a towering, tree-shaped choir, live musicians, dancers, festive special effects, and occasional surprise appearances from Santa and other holiday guests.

The production brings together the Carolina Voices MainStage Choir, musicians, dancers, production staff, and volunteers for one of Charlotte's most ambitious and cherished seasonal productions.

Position Summary

Carolina Voices is seeking a **detail-oriented, dependable Assistant Stage Manager (ASM)** to support the Stage Manager/Show Caller in coordinating show week rehearsals, backstage, and performance operations for *The Singing Christmas Tree*.

This seasonal position begins with pre-production planning in the fall and continues through technical and dress rehearsals, public performances, and strike. The ASM will work closely with the Stage Manager, Director, production team, and volunteers to ensure that rehearsals and performances run smoothly, safely, and on schedule.

The ASM's primary focus will be **backstage operations, performer movement and accountability, communication with backstage personnel, and the safety and wellbeing of performers of all ages.**

Key Responsibilities

Pre-Production

- Support the Stage Manager and SCT Director in developing and maintaining rehearsal and performance schedules and calendars.
- Assist with maintaining the production book, including blocking notes, rehearsal reports, cue information, and run-of-show documentation.

- Help communicate schedules, expectations, backstage procedures, and logistical information to choir members, dancers, musicians, youth performers, chaperones, and volunteers.
- Become familiar with backstage areas, entrances/exits, performer traffic patterns, and safety procedures prior to technical rehearsals.
- Assist the Stage Manager in preparing backstage procedures and assignments for rehearsals and performances.

Rehearsals

- Track blocking, choreography spacing, entrances, exits, staging changes, and other production notes.
- Monitor backstage activity and help keep performers where they need to be, when they need to be there.
- Communicate rehearsal notes and updates to cast, crew, production staff, and volunteers as directed by the Stage Manager.
- Support coordination between the Stage Manager, Director, choreographer, band leader, and other production personnel.
- Help maintain an organized and productive rehearsal environment backstage and in assigned holding areas.

Technical & Performance Operations

- Work alongside the Stage Manager during technical and dress rehearsals to track entrances, exits, cues, scene transitions, and special effects.
- Support the Stage Manager in tracking production cues, including lighting, sound, special effects, entrances, and snow effects, as assigned.
- Serve as the primary backstage point of contact for performers, volunteers, dressers, and chaperones.
- Coordinate performer flow on and off the tree structure and stage.
- Support established safety procedures for climbing onto and off the tree structure, with particular attention to younger performers.
- Monitor backstage conditions and promptly communicate safety, performer, or production concerns to the Stage Manager.

- Assist with troubleshooting unexpected issues during rehearsals and performances while remaining calm, professional, and solutions-oriented.
- Relay timing, cue, and last-minute production updates between backstage, the Stage Manager, front of house, and other production personnel as needed.
- Help maintain a professional, organized, and supportive backstage environment throughout the production.

Team & Volunteer Coordination

- Help supervise and direct backstage volunteers, dressers, youth chaperones, and other assigned personnel.
- Provide clear, respectful, and supportive communication to performers of all ages.
- Assist with ensuring that youth performers are properly accounted for and remain with their designated chaperones or groups throughout rehearsals and performances.
- Help maintain appropriate boundaries, discretion, and professionalism when working with minors.
- Serve as a calm and approachable resource for performers and volunteers who have questions or need assistance backstage.

Post-Production

- Assist with strike and load-out of the tree structure, staging elements, and backstage materials.
- Help return production areas to their required condition following the final performance.
- Contribute observations and notes to the Stage Manager's post-production report and season debrief.
- Provide feedback and recommendations that may improve backstage operations in future seasons.

Qualifications

- Prior stage management, assistant stage management, or backstage crew experience preferred.
- Experience with choral, musical theater, large ensemble, or community theater productions is a plus.

- Experience working with both adult and youth performers preferred.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to give clear direction while maintaining a supportive and professional demeanor.
- Calm, dependable, and adaptable under the pressure of live performance.
- Comfortable working in a large, busy backstage environment with multiple moving parts.
- Willingness to learn and support cue tracking and coordinate with lighting, sound, effects, and other technical operators.
- Ability to stand and move for extended periods and safely lift or move production materials as needed.
- Ability to exercise sound judgment and maintain appropriate confidentiality when working with performers, including minors.
- **Successful completion of a background check is required due to regular interaction with youth performers.**

Time Commitment

The Assistant Stage Manager should be prepared to commit to:

- Pre-season planning meetings with the Stage Manager, Director, and/or production team.
- Additional technical and dress rehearsals during the final weeks of production.
- **Production week: December 7–13, 2026**, including rehearsals, technical/dress rehearsals, performances, and strike as scheduled.
- All scheduled public performances, including required pre-show call times and post-show responsibilities.
- Load-in and strike/load-out as scheduled.
- Additional production meetings or rehearsals may be scheduled as needed during the final stages of the production.

Because this is a live production involving a large cast and complex backstage operations, **reliable attendance and punctuality are essential.**

To Apply

Please send a resume and brief introduction outlining relevant stage-management and/or show-calling experience to **Tammy Harris, Executive Director**, at tharris@carolinavoices.org.

Please include "**Singing Christmas Tree Assistant Stage Manager**" in the subject line.