



VACANCY

Ad-hoc Assistant Stage Manager (X1)

Remuneration will be aligned to the company remuneration policy

We are looking to appoint an Ad-hoc Assistant Stage Manager into a pool to be assigned to various productions.

Reporting to: Director Operations

Purpose: To assist in all aspects of stage management and ensure the smooth running of productions.

Main Duties:

- ☐ Assist with marking out the rehearsal room floor according to the designer's ground plan.
- ☐ Source stage props for rehearsals and performances.
- ☐ Set up stage props according to the needs of the rehearsal and performance.
- ☐ Be responsible for the safekeeping and maintenance of stage props during rehearsals and performances.
- ☐ Prepare an accurate Assistant Stage Manager track/plot.
- ☐ Support the Stage Manager in coordinating all aspects of rehearsals and performances.
- ☐ Ensure the smooth running of productions within the assigned area of responsibility.
- ☐ Study scripts, scores, and other production materials as needed.
- ☐ Arrange for props and rehearsal costumes to be available when required.
- ☐ Ensure compliance with all Health & Safety regulations.
- ☐ Keep the Stage Manager and Director informed about any issues.
- ☐ Maintain accurate props and scene change records of each production.
- ☐ Oversee scene and props setups and ensure smooth scene transitions.

Educational Requirements

- ☐ Matric qualification (or equivalent)
- ☐ Computer literacy (MS Word / Excel)

Further Requirements

- ☐ Minimum of 1 year experience as an Assistant Stage Manager
- ☐ Flexibility to work evenings, weekends, and overtime when required
- ☐ Knowledge of basic first aid is advantageous
- ☐ Experience in Project Management will be advantageous
- ☐ Knowledge of the industry and a passion for the arts would be advantageous

Interested applicants may forward their Curriculum Vitae and a cover letter to Zandile Mbizela in the Human Resources Department by E-mail: Hradmin@artscape.co.za, Post: Artscape, PO Box 4107, Cape Town, 8000.

Closing date: 10 July 2026

Artscape supports the principles of Affirmative Action and the provisions of the Employment Equity Act. If you have not heard from us within four weeks of the closing date, please consider your application unsuccessful.