Job Title: Assistant Stage Manager
Job Purpose: To support the mission of Calpulli Mexican Dance Company by managing the technical, logistical, and backstage flow of performances.
Reports to: Artistic Director & Arts In Education Director

ORGANIZATIONAL OVERVIEW & MISSION
The Calpulli Mexican Dance Company (hereafter Calpulli or organization) is a premiere arts organization based in New York City that tours domestically and internationally with a message of honoring and celebrating Mexican people and our stories. Calpulli was founded in 2003 with the mission of celebrating the Mexican community through dance including live music. To this end, the organization produces performances via its international touring company, designs arts-in-education experiences for all ages, and leads community outreach activities in the northeastern USA.

POSITION SUMMARY
The Assistant Stage Manager (ASM) is a part-time position that provides technical and logistical support for live performances and school assemblies. The ASM serves as a bridge between the company and the venue/school staff, ensuring that every performance is executed safely, professionally, and on schedule.

As a key member of the production team, the individual will manage technical cues, oversee costume logistics, and assist with on-site volunteer coordination (if any). The ideal candidate must be a proactive problem-solver who can stay calm under the pressure of a live show. It is critical that the ASM maintains a high level of professionalism while representing Calpulli to school partners. The ideal candidate will be strategic, collaborative, meticulously organized and communicate clearly.

DUTIES, VALUES, & RESPONSIBILITIES

Pre-Show Logistics
- Check in Calpulli at the main office and coordinate with school/ venue staff to reconfirm assembly times.
- Emphasize the importance of punctuality to school staff to ensure performances start on time.
- Locate emergency exits and discuss safety procedures with school staff, then relay this information to the company members.
- Assist with unloading and organizing costumes and equipment.
- Prepare, test, and troubleshoot music volume and audio Calpulli or host venue equipment.
- Set up visual media (slides) on Smart Boards/projectors

Show Execution
- Execute technical cues by following the MC to play music and transition between slides.
- Monitor the "run of show" timing and subtly inform the MC if adjustments are needed to stay on schedule.
- Coordinate onstage student and teacher volunteers, ensuring the number of participants remains manageable.
- Provide backstage support, including assistance with costume changes when venue logistics allow.

Post-Show & Reporting

- Reset all digital media (return slide decks to Slide 1) and reset costumes for subsequent performances.
- Obtain final audience counts from school staff or the Lead Artist and report data to the General Manager / Arts In Education Manager.
- Assist with packing costumes and loading equipment into the company vehicle after the final performance.
- Serve as a brand ambassador by officially checking out with school staff on behalf of the company.

REQUIREMENTS & QUALIFICATIONS

- Excellent verbal and written communication skills, bilingual (English & Spanish) preferred.
- Experience in stage management, theater production, or live events preferred.
- Proficient computer skills, specifically Microsoft Office Suite and Google Slides.
- Reliable transportation and the physical ability to help load/unload costumes and equipment.
- Excellent analytical and time-management skills with a "show must go on" attitude.
- Strong interpersonal skills for managing student/teacher volunteers and venue staff.

EMPLOYMENT & COMPENSATION

The role is a part-time, independent contractor position. Compensation is based on the number of shows per booking:

- $75 for one performance
- $100 for two back to back performances
- $125 for three back to back performances

TO APPLY

Interested individuals please email your cover letter, resume, and/ or curriculum vitae to General Manager, Lisa Javelas at lisa@calpullidance.org with the subject line “Assembly Assistant Stage Manager” Individuals proceeding to the interview process will be requested to provide references.

NONDISCRIMMINATION POLICY

It is the policy of Calpulli Mexican Dance Company, Inc. to provide equal employment opportunities in compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, veteran status, genetic predisposition, or carrier status.

Calpulli Mexican Dance Company, Inc. is committed to assuring equal employment opportunity and equal access to services, programs and activities for individuals with disabilities. It is the policy of the Calpulli Mexican Dance Company, Inc. to provide reasonable accommodation to a qualified individual with a disability to enable such individual to perform the essential functions of the position for which he/she is applying or in which he/she is employed.

The policy applies to all employment and independent contractor practices and actions. It includes, but is not limited to, recruitment, job application process, examination and testing, hiring, training, disciplinary actions, rate of pay or other compensation, advancement, classification, transfer, and promotions.

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