



Job Description | **Theater Manager Assistant**

Starting: August 2025

Overview

The Theater Manager Assistant is responsible for providing technical and operational support for school events held in the theater or other performance spaces, including assemblies, concerts, theater productions, musicals, presentations, and exhibitions. This role ensures the seamless execution of performances and rehearsals by managing stage equipment, coordinating with drama teachers, and maintaining audiovisual and lighting systems. The assistant also participates in drama education, set construction, and technical workshops while adhering to school regulations. Strong organizational skills, technical expertise, and collaboration with faculty and students are essential for success in this position.

Responsibilities:

- Providing technical support for school events held in the theater or other venues (black box, drama room), including assemblies, concerts, theater performances, musicals, presentations, exhibitions, and other events, as well as necessary rehearsals during and after school hours.
- Coordinating with drama teachers to implement their visions on stage.
- Ensuring the proper functioning and maintenance of equipment.
- Set construction, dismantling, and storage (involving maintenance staff if necessary).
- Continuous consultation with drama teachers, participating in drama education, especially in expanding students' knowledge of audiovisual equipment.
- Participating in technical workshops.
- Setting up mobile sound systems at the required locations and times (both indoor and outdoor).
- Promoting and integrating knowledge of Hungarian cultural life into the curriculum and through performances and visiting artist programs.
- Acting as a stage manager during performances, rehearsals, and events, ensuring the stage remains operational.
- Properly storing, handling, and maintaining props and other equipment owned by AISB.
- Familiarizing oneself with and adhering to AISB regulations.

Requirements:

Personal Attributes:

- Initiative, flexibility, positive attitude, and ability to collaborate.
- Excellent communication and teamwork skills.
- Ability to work independently.
- Reliability, precision, attention to detail, and creativity.
- Confident demeanor, professional appearance, and strong verbal and written communication skills in both English and Hungarian.

Education and Experience:

- Minimum secondary school diploma with a thorough knowledge of theater technology and audiovisual equipment.
- Proficiency in computer use (Google Apps, Word, Excel, etc.), online and mobile solutions/applications.
- Advanced knowledge of QLab software.
- Familiarity with ETC lighting control consoles.
- Knowledge of Art-net, sACN, OSC, MIDI, and NDI protocols.
- Experience with digital audio mixing consoles (Avid).
- Familiarity with and active use of Resolume Arena and Arkaos Mediamaster software is an advantage.
- A degree in Theater Technology or Scenography is an advantage.