

# Irving Reyes

Assistant Stage Manager

BFA-trained stage management professional with 2 years of experience calling performances, managing prompt books, and coordinating rehearsal logistics across live theatre productions. Called 37 performances across 4 productions, coordinating light and sound cues using QLab. Skilled in blocking notation, rehearsal scheduling, prop tracking, and distributing rehearsal reports to production staff.

## CONTACT INFORMATION


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Tooele, UT 12345


## KEY SKILLS

- QLab
- ProductionPro
- Microsoft Office
- Prompt Book Management
- Blocking Notation
- Cue Calling
- Rehearsal Scheduling
- OSHA Safety Compliance
- Prop Tracking

## PROFESSIONAL EXPERIENCE

2025 - Present

**Assistant Stage Manager, Bonneville Curtain Theatre, Tooele, UT**

- Distributed 2 rehearsal reports daily to directors, designers, and production staff within 45 minutes of each rehearsal wrap, covering 7 productions in the current season.
- Called 37 performances across 4 productions, coordinating light and sound cues with the lead stage manager using QLab.
- Recorded blocking notes for casts of up to 29 performers, updating the prompt book after every rehearsal to reflect 8 to 14 staging changes per session.
- Managed scheduling and run-of-show logistics for 7 productions per year, averaging 5 performances per production across a 9-month season.

2024 - 2025

**Production Assistant, Wasatch Valley Playhouse, Murray, UT**

- Supported stage management for 4 productions per year, helping coordinate rehearsals and technical runs for casts averaging 22 members.
- Compiled and formatted 1 rehearsal report per day during tech week, distributing notes to 6 department heads within 30 minutes of dismissal.
- Assisted with pre-show checks and backstage traffic flow, helping the company complete a 26-performance run with 0 missed entrance calls.

## EDUCATION

**BFA, Stage Management**
University of Utah, Salt Lake City, UT | 2020 - 2024