

**Job Description**

<b>Job Title:</b> Stage Manager	
<b>Reports to:</b> Production Manager, Director <b>Responsible to:</b> KIDSTAGE Production Manager	<b>Mentor:</b> Designated Professional Mentor
<b>Department:</b> KIDSTAGE Summer Independent Production	<b>Supervisor:</b> Designated KIDSTAGE Staff

**Position Overview:**

Stage Managers are responsible for coordinating all aspects of rehearsals and performances. They organize people and paperwork, take general, blocking and line notes during rehearsals, help organize costume fittings, prop lists, and other pertinent show data and run both rehearsals and performances. Stage managers are highly organized, leaders, detail oriented, proficient with Microsoft Office, and calm under pressure.

**Principal Duties and Responsibilities:**

- Work collaboratively with the director and designers to fulfill the vision and concept of the production.
- Attend all production meetings and rehearsals. Supervise all rehearsals.
- Maintain an accurate production prompt book with blocking, cues, and notes. Call the show.
- Facilitate communication between designers and directors.
- Assist the director, choreographer, and music director in creating weekly schedule.
- Maintain contact sheet, distribute necessary paperwork and announcements to cast and production team.
- Distribute rehearsal notes after each rehearsal and performance reports after each performance.
- Facility Care including preparing rehearsal halls before the start of each day, returning space to neutral, and assuming responsibility for safety and maintenance of building on performance dates.
- Check in actors; take role, make phone calls when necessary.
- Supervise tech
- Be on site for all performances; respond to emergencies and problems with maturity and intelligence.
- Be the first to arrive and the last to leave all rehearsals and performances.
- Report all incidents and emergencies to KIDSTAGE staff.
- Attend and supervise strike (along with Production Manager).
- Communicate and enforce KIDSTAGE Expectations of Behavior. No use of alcohol or tobacco or illegal substances is allowed in and around the Village Theatre buildings

**Education and/or Equivalent Experience Preferred:**

- Pursuit or intent to pursue an undergraduate degree in stage management or related field
- Experience Stage Managing or Assistant Stage Managing one or more shows

**Physical Ability:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

**Other Skills, Ability and/or Knowledge:**

- Calm / Professional demeanor
- Working knowledge of professional theatre producing practices and personnel management
- Working knowledge of professional theatrical costume and craft construction techniques
- Proficient in programs including but not limited to: Excel, Word, and Dropbox
- Ability to manage shifting and competing priorities
- Exercise good judgment and discretion
- Flexibility in projects and schedules
- Attention to detail
- Self-starter
- Strong organizational skills
- Ability to execute projects efficiently and according to schedule
- Ability to work independently and to maintain a positive work atmosphere
- Work schedule varies and includes evening and weekend hours
- Possess interpersonal communication and organizational skills

**Scope and Character of Supervisory Responsibilities:**

- Supervise and advise the Assistant Stage Manager

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*