



<b>Job Title:</b>	Stage Manager		
<b>Department/Group:</b>	Production	<b>Reporting To:</b>	Production Manager
<b>Level/Salary Range:</b>	\$425 / wk for 13-16 weeks depending on track. One additional week paid in compensation of pre-production duties	<b>Position Type:</b>	Seasonal
<b>Search Process:</b>	Applications will be evaluated on a rolling basis	<b>Start Date:</b>	May 29, 2023
<b>To Apply:</b>	Submit letter, resume, and names/contact info for three references to <a href="mailto:jobs@winniplayhouse.org">jobs@winniplayhouse.org</a>		

**ROLE AND RESPONSIBILITIES**

The Stage Manager is an essential member of the production team, and serves as the hub of communication between actors, the Director, the production team (designers and producers), and crew members. They keep all aspects of rehearsal, tech, and performance running smoothly, on time, and organized to the best of their ability.

**Essential Duties:**

- Attend and run all rehearsals, technical/dress rehearsals, and performances.
- Prepare and maintain rehearsal space including tidying, organizing rehearsal props, taping ground plan on rehearsal room floor as needed, etc.
- Facilitate/create and distribute the daily call for all rehearsals, tech/dress rehearsals and performances.
- Facilitate timely breaks during rehearsals, in coordination with the Director.
- Create and distribute rehearsal reports and performance reports.
- Attend all concept and production meetings; take and distribute notes from these meetings.
- Supervise the stage crew during technical/rehearsals and performances.
- Maintain backstage spaces during tech, dress, and run for each show.
- Create and maintain technical running paperwork related to each production.
- Other duties as assigned.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

**Minimum Physical Requirements:**

- This position requires the employee to hear, see, move freely, climb stairs and ladders, work safely at heights, and lift 50lbs or more.

**Minimum industry specific qualifications:**

- Significant organizational skills.
- Self-motivated with excellent attention to detail.
- Significant written and oral communication skills.
- Able to create and maintain accurate paperwork.
- Able to effectively coordinate the work of multiple team members in a fast-paced environment.

**Minimum education/experience requirements:**

- At least 1 year of previous experience in stage management preferred.
- It is preferable that each applicant have a valid driver’s license.

*The Winnepesaukee Playhouse is dedicated to inclusive hiring and the principle that art thrives in a diverse environment. All qualified applicants will receive consideration for employment. The Playhouse does not discriminate based on race, color, religion, sex, gender identity or expression, sexuality, national origin, disability, or age.*

<b>Last Updated By:</b>	Amanda Dickinson	<b>Date/Time:</b>	01/19/2023
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