

# NEW STAGE *Theatre*

## STAGE MANAGER JOB DESCRIPTION & DUTIES

New Stage Theatre is seeking a full-time Production Stage Manager for immediate employment.

*New Stage Theatre is Mississippi's Professional Regional Theatre. Located in Jackson, and now in its 54th year, New Stage produces a full professional season, including five main stage shows in the subscription series, a Holiday show, children's show, the Unframed at New Stage Theatre Series, and selections in the Mississippi Play Series and the Eudora Welty New Plays Series, named in honor of the acclaimed writer, a member of the theatre's board. New Stage was recognized in the April 2017 issue of Southern Theatre magazine as a trailblazing theatre and its production of **Best of Enemies** was featured in the May/June 2017 issue of American Theatre magazine.*

*The theatre is dedicated to cultivating and educating a culturally diverse audience by gathering the finest available resources including playwrights, actors, directors, designers, technicians, administrators, trainees, and board members. Integral to the theatre's total effort, its education department maximizes its potential by offering artistic and technical internships, by mounting intern touring programs supported by teachers' materials for schools statewide, and by developing curricula for and teaching youth and adult classes.*

New Stage Theatre, a professional theatre in Jackson, Mississippi, is seeking an experienced Production Stage Manager for all mainstage shows for the upcoming season. The Production Stage Manager will work with the eight-member production staff on all Mainstage Productions, working with theatre leadership to coordinate all aspects of stage management, including oversight of rehearsals, volunteers, and overseeing all on and off stage activities involved with production, working closely with the shows' directors, technical director, and designers. He or she tracks and manages all logistics of operation and communication as it pertains to the production, and ensures the proper execution of schedule and cues, aligning with the vision and intention of the director and designers. There are additional administrative duties and post-performance assignments when the theatre is not in production.

The ideal candidate will have strong collaboration, communication and technical skills, be able to maintain high quality and standards, and a safe and supportive work environment. Previous professional experience required and BA/BFA. This position reports to the Artistic Director. Salary is competitive, based on experience. Benefits included.

Start date: ASAP

Interested candidates should send email with a cover letter, résumé, and a list of three references to [submissions@newstagetheatre.com](mailto:submissions@newstagetheatre.com) by August 6, 2019.

## **THE STAGE MANAGER'S ROLE**

The Stage Manager (SM) is key to creating an efficient and positive a production. Your ability to successfully lead and work with the company will be of utmost importance. Your overall purpose is to work directly with the director, cast and production people to move a show from inception to closing. Aside from the obvious technical aspects of the positions, in many cases you will be involved in situations that call on human relations skills and diplomacy.

### **PREPARATION SEVERAL WEEKS BEFORE REHEARSALS:**

- Get to know the building. A large part of your job description is the safety of the cast, the crew and the audience.
- Know location of fire extinguishers and how they operate.
- Know the location of all fuse boxes.
- Check the all first aid kits and replace any missing supplies. (Backstage, SM office, Main Office)
- Become familiar with the basic operation of theatre building and production systems.
- Check the SM desk for flashlights and batteries.

### **BEFORE REHEARSALS START:**

- Run meetings and take notes during Pre-production and Production Meetings
- Get ground plan from the scenic designer and arrange a time to tape the rehearsal area floor to indicate the layout of the set.
- Create Actor Packets for Cast.
- Prepare Prompt Book

### **REHEARSALS:**

- Encourage respect. Set a good example for everyone by being supportive to all.
- Prepare rehearsal area and ensure it is maintained.
- Record blocking.
- Arrange props.
- Ensure breaks.
- Communicate each day's rehearsals plan.
- Prepare rehearsal report.
- Follow up with all staff to ensure each day's rehearsal report has been communicated.
- Close the building after rehearsal.

### **WHEN MOVING TO STAGE:**

- Continue to build morale of cast and crew. Help foster a good team spirit.
- Prepared the rehearsal area.
- Prepare auditorium for directing team.
- Ensure safety of area in coordination with PM and TD.

### **FOR TECH:**

- During the technical rehearsals, all cues are numbered and recorded by the SM. The lighting and sound people may also record these numbers (lighting and sound cues are numbered separately).

### **BEFORE OPENING:**

- Stay focused and supportive to the whole production team.
- Make sure that the backstage area is tidy, swept and damp-mopped.
- The stage must be swept and damp-mopped every night by you and or the crew.
- Inform cast and crew where they are not allowed to go during the run. They should be limited to backstage and dressing rooms.

**DURING THE RUN/ AFTER THE RUN:**

- Responsible for everything and everyone to be ready and to maintain the director's intentions.
- Be there for the strike (dismantling of the set and return of reusable items as appropriate).

**Additional Duties: (not show related)**

- Assist Artistic Director with Auditions – both Open Call and Callbacks as needed
- Oversee Actor Database
- Take notes at Staff Meetings as needed
- Assist with putting archive photos online for Actors to purchase.
- Keep track of first aid kits and their needs

May be asked to assist the Artistic Director or Production Manager in other capacities. There is an expectation that this salary staff position requires hours on the weekends and after 5:00 p.m.