



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

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 8-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 demonstrate high quality and standards; and a maintain a safe and supportive work environment. Previous professional experience required and BA/BFA. This position reports to the Artistic Director. Salary is competitive and ranges between \$26,100-27,000 based on experience. Benefits included.

Start date: June 2025

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 May 1, 2025.

For more information and full job description go to [www.newstagetheatre.com](http://www.newstagetheatre.com)