



Production Stage Manager (\$600 per week/housing included):

The Production Stage Manager, working with the Artistic Director/Director, facilitates communication across all creative and technical departments, providing practical and organizational support to the director, actors, designers, stage crew, and technicians throughout the production process. Functioning as the director's representative during the performances to make sure the production runs smoothly.

Rehearsal Principal Duties and Responsibilities:

- Being present at all scheduled rehearsals.
- Managing and delegating tasks to ASMs and Company Manager.
- Cleaning, mopping, and preparing the rehearsal space for use each day in coordination with the ASM.
- Attending all production meetings to execute the Directors/Designers vision of the production.
- Working with the Director/Music Director/Choreographer/Costume Shop Manager on daily scheduling of rehearsals and costume fittings.
- Running all rehearsals, setting breaks, lunch, and dinner in coordination with the Director/Music Director/Choreographer.
- Sending daily rehearsal schedules and costume fittings.
- Sending daily rehearsal reports communicating all of the director's wishes or changes to the designers and craftspeople of each production.
- Creating the prompt book. Containing all the production's notes, script, blocking, entrances/exits, set changes, script changes, sound cues, lighting cues, and any other vital information needed to maintain the overall production.
- Marking out the dimension of the set on the floor of the rehearsal hall, with the assistance of the TD.
- Making sure rehearsal props and furnishings are present, organized, and available for each rehearsal.
- Providing information and proof reading of the Playbill for each production.
- Maintaining a clean and safe workspace.
- Keeping detailed records of any injuries incurred in the building.
- Creating and maintaining the contact sheet.
- Posting all daily schedules.
- Scheduling interview or marketing needs.
- Keeping open communication between company members and staff.
- Ensuring the opening and locking up the facility daily.
- Follow procedures and policies of Wagon Wheel Center for the Arts.

Performance Principal Duties and Responsibilities:

- Overseeing the entire show each time it is performed.
- Setting call times for company members.
- Sending out a daily performance schedule and performance report.

(Continued)

For questions contact: Jennifer Dow, Associate Artistic Director at jen@wagonwheelcenter.org
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(Continued Production Stage Manager)

- Checking the safety/condition of the set, stage floor (dry mopping), props, lights, and furniture before each performance in coordination with the run crew and ASM.
- Calling all cues during the performance.
- Creating a run sheet (containing wardrobe/prop/scenic changes) for all crew members and any other necessary paperwork needed for a show to run smoothly.
- Communicating call times to the company at the beginning of each performance.
- Working with the front of house before, during intermission, and after each performance.
- Assisting with the action plans of any unforeseen emergency; fire, weather, natural disaster.

Skills:

- Broad knowledge of technical theatre
- Proficiency with Google docs, sheets, and calendar
- Working long hours
- Strong written and verbal communication skills
- Excellent attention to detail
- Scheduling
- Personal and project management
- Multitasking
- Collaboration
- Comfortable working with a short rehearsal period
- Ability to work well under pressure
- Ability to resolve problems creatively
- Ability to lead and take control in crises
- Show an ability to learn and grow within the working environment, all while maintaining a healthy positive attitude.

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