

Seeking Production Stage Manager MOUNTAIN THEATRE COMPANY — 88th SEASON Professional Repertory / Stock Engagement | Two Productions

Mountain Theatre Company, North Carolina's oldest professional theatre organization, is seeking to hire a Production Stage Manager for *Dancin' in the Street* and *Showstoppers!*. This position will join the experienced, award-winning team behind Western North Carolina's premier professional theatre company.

Mountain Theatre Company, currently in their 88th season, is the largest arts organization for over 50 miles, and attracts visitors to Highlands, North Carolina from all over the world.

Mountain Theatre Company is committed to diversity and operates with a policy of equal employment opportunity designed to promote a positive model of inclusion. As such, Mountain Theatre Company encourages artists of all ethnicities, gender identities, and ages, as well as artists with disabilities, to apply.

PERSONNEL

Executive Artistic Director: Scott Daniel
Company Manager: Emanuel Carrero

CONTRACT DETAILS

Production: DANCIN' IN THE STREET & SHOWSTOPPERS!

Venue: Highlands Performing Arts Center

Contract Dates: May 31st, 2026 - September 1st, 2026 (*week off 07/13-07/19*)

Role: Production Stage Manager

Weekly Rate: \$600/wk - \$650/wk

Housing and Travel: Provided/Single Occupancy

PRODUCTION DATES

Dancin' in the Street

Rehearsal Dates: June 1st - June 23rd

Production Dates: June 24th - July 13th

Showstoppers!

Rehearsal Dates: July 19th - August 11th

Production Dates: August 12th - August 31st

Seeking qualified candidates who have experience as a Production Stage Manager in Pre-Production, Tech and operating a commercial production.

Responsibilities include those as typically assigned to a Production Stage Manager, such as:

BASIC RESPONSIBILITIES

- Work in tandem with the Artistic Director, and Director with all stage management tasks and paperwork.

- Perform a safety check at the end of load-in, prior to rehearsals beginning and inform the Director of any safety concerns to be addressed.
- Check deck and backstage areas daily for any safety concerns before dancers take the stage.
- Sweep the deck as needed during rehearsal week and performances.
- Assist with moving scenery/props on the deck as necessary during rehearsals when crew may be limited.
- Run the deck and supervise costume run crew during performances.
- Spike scenery and props on the deck as needed.
- Assist with load out, including removing spikes, glow tape, etc., following the final performance.
- Assist with the creation of backstage run sheets for costume run crew.
- Collaborate with the Artistic Director as necessary.
- Enact/manage emergency protocol in the event of an emergency.
- Other duties as assigned by the Artistic Director.

REQUIREMENTS:

- The ability to sew (hand/machine) is a plus, but not required.
- The ability to build and/or paint props with detail and artistry is a plus, but not required.
- Unmatched organizational and problem-solving skills.
- A firm, kind, polite, respectful, encouraging, and calm manner.
- Patience, stamina, a sense of humor, and the ability to remain calm is a must.
- Experience as a stage manager.
- Training/Certification in CPR, AED, and/or first aid is a plus, but not required.
- A high school diploma or GED is required.
- A B.A. or B.F.A. in Theatre or a Technical Theatre is a plus, but not required.
- Ability to drive to contract is a plus

*Candidates must be fully vaccinated.

To apply, please submit a cover letter and resume, listing all previous work experience, to techjobs@mountaintheatre.com

Mountain Theatre Company is dedicated to engaging and enriching our community and its visitors while contributing to the cultural and economic development of Highlands, NC, through world class Broadway-style musical theatre experiences featuring national professional artists and providing entertaining and inspiring productions for diverse audiences.

Mountain Theatre Company is a 501(c)(3) non-profit arts organization. For more information, visit our website: www.MountainTheatre.com.