



STAGE MANAGER Job Description

STAGE MANAGER (ON DECK)

RATE: \$550/WK

Housing and round-trip travel provided.

CONTRACTS AVAILABLE:

Jersey Boys: 6/05/23 – 7/9/23

Rock of Ages: 7/10/23 – 8/20/23

The Rocky Horror Show: 9/18/23 – 10/29/23

Home for the Holidays: 11/20/23 – 12/24/23

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

Responsibilities include those as typically assigned to a Stage Manager (on deck), such as:

BASIC RESPONSIBILITIES:

- Work in tandem with the Production Stage Manager with all stage management tasks and paperwork.
- Perform a safety check at the end of load-in, prior to rehearsals beginning and inform the Production Coordinator 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.

ABOUT MOUNTAIN THEATRE COMPANY

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 is a 501(c)(3) non-profit arts organization.

For more information, visit our web site: www.MountainTheatre.com.