



POSITION DESCRIPTION/SCOPE OF WORK

KIDDSTUFF PRODUCTION STAGE MANAGER Seasonal Salaried

Immediate Supervisor(s):	Production Manager
Schedule:	TBD
Salary:	\$650/week (42 hours)
Housing (if needed):	Information available upon request
Start Date:	July 1
End Date:	August 2

STATEMENT OF JOB:

The KIDDSTUFF Production Stage Manager will serve as the Stage Manager for the summer KIDDSTUFF productions.

JOB DUTIES:

GENERAL RESPONSIBILITIES:

- Reporting to work on time, prepared to work
- Completing assigned daily tasks
- Follow and practice safe work methods and safety procedures
- Follow procedures and policies in the Seasonal Employee Handbook
- Follow any and all Hangar Theatre Company and Health Department Guidelines related to COVID-19

SPECIFIC RESPONSIBILITIES:

- Create pre-production work for assigned productions.
- Run daily rehearsals for assigned productions.
- Attend all production meetings.
- Run all technical rehearsals and performances.
- Coordinate all scene shifts with the Assistant Stage Manager
- Generate and maintain records of assigned productions including but not limited to running sheets, prop preset lists, prop tracking, costume tracking, and actor entrance and exit plots.
- Act as liaison between the Director, Actors, and theatre staff members.
- Provide positive leadership, organization and communication in the Stage Management department.
- Perform related duties as required by the Production Manager.
- Adhere to the theatre's safety policies.
- Approach and carry out duties, as designated above, with a positive attitude.
- Additional duties as assigned.

REQUIREMENTS:

- Outdoor Theatre experience (preferred)
- Minimum 2 years experience in Stage Management
- Prior summer theatre experience (preferred)
- The Physical Requirements include: routine lifting of 30 to 50 lbs, occasional work on ladders and catwalks
- Valid driver's license with car (preferred)
- Proficient computer skills
- Ability to and enjoyment of working with children
- Excellent time/resource management skills

- Well-developed communication skills
- Capacity to solve problems and engage in creative thinking about challenges; Ability to brainstorm ideas in a group setting
- Maturity and understanding of the artistic process and excellent interpersonal, teamwork, and diplomacy skills
- Proven ability to work independently and collaboratively in a fast paced, rapidly changing environment
- Ability to manage an irregular schedule

