



## POSITION DESCRIPTION/SCOPE OF WORK

### STAGE MANAGEMENT FELLOW Seasonal Salaried

<b>Immediate Supervisor(s):</b>	Production Manager
<b>Schedule:</b>	TBD
<b>Salary:</b>	\$600/wk (40 hours)
<b>Housing (if needed):</b>	Information available upon request
<b>Start Date:</b>	Late May
<b>End Date:</b>	Early August

#### STATEMENT OF JOB:

The Stage Management Fellow will serve as an Assistant Stage Manager for a Mainstage production as assigned.

#### JOB DUTIES:

##### GENERAL RESPONSIBILITIES:

- Reporting to work on time, prepared to work
- Completing assigned daily tasks
- May be called to assist in Mainstage Scenic Load-in as assigned
- May be called for Mainstage strikes as assigned
- 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:

- Assist Stage Manager on pre-production work for assigned productions.
- Attend daily rehearsals for assigned productions.
- Attend design and production meetings as appropriate.
- Attend all technical rehearsals and performances.
- Assist the Stage Manager in performing assigned tasks required for the rehearsal process.
- Supervise the backstage area and the running crew.
- Work with the Stage Manager to coordinate all scene shifts.
- Assist in setting up, shifting and striking all props, scenery, and stage production equipment.
- Maintain the stage and backstage areas in a clean, orderly, safe and effective manner.
- Work with Stage Manager to 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, in conjunction with the Stage Manager, 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 Stage Manager and 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:

- 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

