

THE KALAMAOO CIVIC THEATRE

JOB DESCRIPTION

Job Title: Stage Management Intern

Department: Production

Reports To: Production Stage manager

Definition:

Under the supervision of the Production Stage Manager, is responsible for stage managing and assisting in the supervision, training, and execution of stage management responsibilities for Civic productions.

Performance Responsibilities:

1. Stage Manages up to six (6) productions per season, which includes: attending production meetings, auditions, rehearsals, and calling the show. Productions may include special events and rentals as well as regularly scheduled events and productions.
2. Assists volunteer stage managers with paperwork such as blocking notation, props lists, cue lists, callboards, writing cues in book, etc. in an effort to maintain high standards.
3. Acts as the liaison between volunteer stage managers and the production team through regular reports to Production Stage Manager.
4. Attends all production meetings – maintain minutes for those meetings.
5. Performs clerical duties which include but are not limited to – entering audition information in the database; assisting with the upkeep of the Master Calendar; copying and distributing rehearsal and show reports to appropriate staff members, and copying scripts and scores.
6. Trains CYT student stage managers through one-on-one training sessions and supervises them during rehearsals daily.
7. Performs related duties as assigned

Minimum Qualifications:

1. Comprehensive knowledge of stage management from rehearsal process through the run of a show.
2. Basic knowledge of all aspects of theatre – design, construction, house management, box office, and publicity.
3. Ability to work independently with minimal supervision.
4. Ability to train and work well with non-skilled volunteers.
5. Ability to lift 25 lbs.

Desirable Qualifications:

1. B.A. in Theatre, preferably in theatre management, or any equivalent combination of experience or training, which provides the essential knowledge and skills.
2. Prior practical Stage Management experience.