

THE KALAMAZOO CIVIC THEATRE

Job Description

Date: November 25, 2015

Job title: Production Stage Manager

Department: Production

Reports to: Artistic Director

Definition:

Under the supervision of the Artistic Director, the Production Stage Manager is responsible for stage managing, supervising volunteer stage managers and execution of all necessary scheduling and paperwork pertaining to Civic functions; performs duties as assigned.

Performance Responsibilities:

1. Stage manages up to 5 productions/special events/rentals per season, which includes: attending production meetings, auditions, rehearsals, and calling the show.
2. Participates in the management needs of rentals and special events in conjunction with the Managing Director and Technical Director.
3. Assists volunteer stage managers with paperwork such as blocking notation, props lists, cue lists, writing cues in book, etc., in an effort to maintain high standards.
4. Assists with the creation and distribution of production calendars, production paperwork, and forms.
5. Maintains the rehearsal space schedule.
6. Acts as the liaison between the marketing and publicity department and the production teams.
7. Assists the Director of Volunteers with crew assignments.
8. Assists the Technical Director in maintaining safety of production and rehearsal spaces which includes maintaining first aid and safety supplies.
9. Assists in the maintenance and setup of performance and rehearsal spaces.
10. Assign stage management teams for each production.

Minimum Qualifications:

1. Comprehensive knowledge of stage management techniques from rehearsal process through the run of the 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 supervise, train and work with staff and volunteers of all skill levels.
5. Ability to lift at least 25 lbs.

Desirable Qualifications:

1. B.A. or B.F.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.
3. Prior practical production management experience.