

Position Description

Job Title:	Stage Management Intern		
Reports to:	Production Stage Manager	Full Time	
Supervisory Responsibilities:	No	FLSA Status:	Exempt

Position Summary

The Kalamazoo Civic Theatre is seeking a skilled Stage Management Intern to join its production team. A successful candidate will have comprehensive knowledge of stage management, be a self-starter with exceptional organizational skills and possess the ability to interact with diverse audiences, including guest artists, staff, and volunteers in a professional and confidential manner in a fast-paced work environment.

Essential Functions:

- Stage Manage 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.
- Assist volunteer stage managers with paperwork such as blocking notation, props lists, cue lists, callboards, writing cues in book, etc.
- Act as the liaison between volunteer stage managers and the production team through regular reports to Production Stage Manager
- Attend all production meetings and maintain minutes for those meetings
- Perform clerical duties, including, but not limited to, entering audition information in database; assisting with the upkeep of the Master Calendar; copying and distributing rehearsal and show reports to appropriate staff members, and maintaining script/score library
- Train Civic Youth Theatre student stage managers through one-on-one training sessions and supervise them during rehearsals
- Perform related duties as assigned by supervisor

Qualifications and Skill Requirements

- BA in Theatre, preferably theatre management, or any equivalent combination of experience and/or training
- Comprehensive knowledge of stage management, from rehearsal process through production
 - Prior practical stage management experience is a plus
- More than basic knowledge of all aspects of theatre, including design, construction, house management and box office
- Exceptional organizational skills and the ability to work independently as well as the ability to supervise and train volunteers with little or no prior experience, including youth
- Must possess the ability to interact with diverse audiences, including guest artists, staff, and volunteers in a professional and confidential manner

Physical Requirements:

- Must be able to lift 25lbs
- The physical ability to travel between the various CIVIC building locations is required
- Reasonable accommodations will be made to enable individuals to perform essential functions

The Kalamazoo Civic Theatre is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive work environment that inspires all individuals and provides a work environment free of discrimination and harassment.