

Summer Independent Internship Description

Internship Title: Stage Manager

Reports to: Summer Independent Production Manager

Supervisor: KIDSTAGE Production Manager

Position Overview:

The Stage Manager is responsible for coordinating all aspects of rehearsals and performances. They organize people and paperwork, take general, blocking and line notes during rehearsals, help organize costume fittings, prop lists, and other pertinent show data and run both rehearsals and performances.

Stage Managers are highly organized, leaders, detail oriented, proficient with Microsoft Office, and calm under pressure.

Principal Duties and Responsibilities:

- Work collaboratively with the Direction team and designers to fulfill the vision and concept of the production
- Attend all rehearsals and production meetings
- Supervise all rehearsals
 - Check in actors: take role and make phone calls when necessary
- Distribute rehearsal notes after each rehearsal and performance reports after each performance
- Work with the Assistant Stage Manager to prepare the rehearsal room, including taping out the floorplan, hanging relevant ground plans and show paperwork, and setting the room up for rehearsals
- Facility Care including preparing rehearsal halls before the start of each day, returning space to neutral, and assuming responsibility for safety and maintenance of building on performance dates.
- Facilitate communication between designers and Direction team
- Assist the Director, Choreographer, and Music Director in creating weekly schedule
- Assist the Production Manager in collecting, managing and responding to all conflict requests submitted by actors
- Assist the Production Manager in maintaining the contact sheet and distributing necessary paperwork and announcements to cast and production team
- Work with the Properties Designer to procure all rehearsal props and rehearsal furniture before rehearsals start.
- Oversee and lead all tech rehearsals, including communicating with designers, setting schedule and managing breaks.
- Be on site for all performances to supervise and call the show
 - Respond to emergencies and problems that arise during the performance with maturity and intelligence
- Be the first to arrive and the last to leave all rehearsals and performances.
- Report all incidents and emergencies to KIDSTAGE staff
- Attend and supervise strike along with Production Manager and Assistant Stage Manager
 - Return the rehearsal rooms to neutral at the end of the production process, including removal of tape and documents, and returning rehearsal props with the assistance of the Properties Designer

- Check email on a regular and consistent basis, and respond to emails in a timely manner
- Report all incidents and emergencies to KIDSTAGE staff
- Communicate and enforce KIDSTAGE Expectations of Behavior

Project Tasks Include:

- Create and distribute all rehearsal reports and production reports
- Maintain an accurate production prompt book with blocking, cues, and notes
- Maintain entrance/exit plot
- Take accurate blocking notes for all rehearsals
- Tape out rehearsal room with the assistance of the Assistant Stage Manager
- In conjunction with the Assistant Stage Manager, create and maintain scenic tracking, prop tracking, and costume tracking lists, and provide updates and requests to designers as necessary

Education and/or Equivalent Experience Preferred:

- Pursuit or intent to pursue an undergraduate degree in stage management or related field
- Experience stage managing or assistant stage managing one (1) or more shows
- CPR and First Aid certification recommended

Other Skills, Ability and/or Knowledge:

- Working knowledge of professional theatre producing practices and personnel management
- Proficient in programs including but not limited to Excel, Word, and Dropbox
- Ability to manage shifting and competing priorities
- Exercise good judgment and discretion
- Flexibility in projects and schedules
- Attention to detail
- Strong organizational skills
- Ability to execute projects efficiently and according to schedule
- Ability to work independently and to maintain a positive work atmosphere
- Work schedule varies and includes evening and weekend hours
- Possess interpersonal communication and organizational skills
- Calm and professional demeanor, sense of humor encouraged

Supervisory Responsibilities:

- Advise the assistant Stage Manager
- Supervise Production Assistants
- Supervise all actors during rehearsals and performances
- Supervise all stage crew

Supervisor

Signature: _____

Date: _____

Intern

Signature: _____

Date: _____

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

