



## **Stage Manager – On-Call Part-Time Position**

**Position:** Stage Manager

**Type:** On-Call, Part-Time

**Pay:** TBD

**Degree:** College Student, Bachelor's Degree or Higher

**Location:** Eatonton, GA

### **Overview:**

V.I.P. is seeking an experienced **Stage Manager** for an on-call, part-time position. The Stage Manager will be responsible for overseeing all aspects of stage operations during rehearsals and performances. This role requires strong organizational skills, attention to detail, and the ability to communicate effectively with the creative team, cast, and production staff to ensure smooth operation and a successful performance.

### **Key Responsibilities:**

#### **1. Stage Management and Coordination:**

- Oversee all aspects of stage operations during rehearsals and performances, ensuring the production runs smoothly.
- Coordinate with the director, technical team, and cast to implement the production's vision.
- Manage the stage during performances, ensuring all elements (props, set pieces, lighting, sound) are executed as planned.

#### **2. Rehearsal Planning and Execution:**

- Prepare and organize rehearsal schedules, coordinating with the director, cast, and technical crew.
- Ensure all cast members are informed of rehearsal schedules, changes, and expectations.
- Document blocking, cues, and technical requirements during rehearsals to ensure consistency throughout the production.

#### **3. Collaboration with the Creative Team:**

- Work closely with the director, musical director, choreographer, and other creative team members to execute the production's vision.



- Coordinate with designers (set, lighting, costume, sound) to ensure smooth transitions between different elements during rehearsals and performances.
- Communicate technical requirements to the crew and cast to ensure seamless integration of all production components.

#### **4. Cue Calling and Performance Management:**

- Call all technical cues during performances, including lighting, sound, set changes, and any other necessary elements.
- Ensure that all actors, musicians, and crew are in sync and aware of their cues during live performances.
- Address any technical issues or emergencies during performances, ensuring minimal disruption to the production.

#### **5. Team Management and Leadership:**

- Provide leadership and guidance to the stage crew, actors, and other production staff to maintain a positive and efficient working environment.
- Manage any last-minute changes or adjustments during rehearsals and performances, adapting as needed to meet the artistic vision.
- Maintain effective communication between all departments to address concerns and ensure that everyone is prepared for each performance.

#### **6. Backstage and Performance Support:**

- Supervise backstage operations during performances to ensure all props, costumes, and sets are in place and functioning.
- Ensure that the cast is prepared and ready for each performance, including checking costume, makeup, and set preparation.
- Make sure that all transitions between scenes are smooth and timely, managing any changes on stage with precision.

#### **Required Skills and Qualifications:**

- **Experience:** Proven experience as a Stage Manager in theatre or related fields, with a portfolio of previous work in live performances.



- **Organization:** Strong organizational skills with the ability to manage complex schedules and logistics during rehearsals and performances.
- **Leadership Skills:** Ability to lead and manage a team, providing clear direction and maintaining a positive working environment.
- **Communication:** Excellent communication skills to work effectively with directors, cast, technical staff, and other production team members.
- **Attention to Detail:** Ability to track multiple moving parts during rehearsals and performances, ensuring all elements align.
- **Problem Solving:** Ability to think quickly and effectively under pressure, especially during live performances.

### **Preferred Qualifications:**

- A background in theatre, live performance, or related field.
- Experience working with various technical aspects of theatre, including lighting, sound, and set design.
- Experience managing a diverse team of performers and crew in a fast-paced environment.

### **Working Conditions:**

- This is an **on-call, part-time** position, with hours varying depending on the rehearsal and performance schedule.
- Must be available for **evening and weekend** work during the rehearsal and performance periods.
- Physical work may include standing for extended periods during rehearsals and performances, as well as managing the stage and backstage areas.