



<b>TITLE: Stage Managers</b>	<b>Hired on a per-show basis, \$35/rehearsal, \$45/performance</b>
<b>REPORTS TO: Managing Artistic Director</b>	<b>HIRE DATE: ASAP</b>

**SUMMARY DESCRIPTION:** Stage Manager are responsible for ensuring productions are completed according to directors' wishes, in time for the first performance and maintained throughout the run in accordance with industry best practices and Magik policies and procedures. They are also the principal organizer and communicator between artistic staff, production teams, front of house staff, and administrative staff for their assigned production.

**RESPONSIBILITIES:**

- Scheduling and running rehearsals
- Recording blocking
- Tracking necessary design changes
- Sending out rehearsal and performance reports to production team, directors, and administrative staff
- Ensuring all staff are notified of changes to rehearsal and/or performance schedules.
- Ensuring actors and production team have copies of scripts and other rehearsal materials including rehearsal discs for music, reference videos, and production research.
- Maintaining the Director's vision throughout the production, reporting issues to the Director and Managing Artistic Director, giving actor and crew notes, and scheduling and running pick-up rehearsals
- Creating master cue sheets for lights, sound, scene changes, backstage crew etc.
- Calling light and/or sound cues
- Running light board for performances
- Ensuring Actors have sufficient microphone batteries and tape
- Spiking the stage for set pieces or props
- Running technical rehearsals
- Creating props lists and procuring facsimile props for rehearsals
- Overseeing the setting of props for each performance
- Managing running crew and actors
- Securing and training backup running crew personnel
- Rehearsing understudies and scheduling/running put-in rehearsals
- Maintaining and updating contact lists as needed for each production
- Coordinating any space needs with rental clients
- Coordinating any space needs for Magik Touring Company with Tour Manager
- Coordinating any space needs for the education department
- Maintaining a good working knowledge of all relevant health and safety legislation to ensure the safety of the production team and actors
- Maintaining a good working knowledge of Magik's Code of Conduct, and executing the policies within it
- Performing other duties as assigned by Managing Artistic Director

**REQUIRED:**

- BFA in Stage Management, Technical Theatre, or Theatre Management, or five years' experience.

**TO APPLY:** Please send your resume and a cover letter with three references to [info@magiktheatre.org](mailto:info@magiktheatre.org).