



## **GREAT Theatre Job Description**

**Job Title:** Stage Manager

**Department:** Production

**Employment Status:** Temporary - Per Show

**Supervisor:** Grace Wright, Company Stage Manager

**Application:** To apply, please email [jobs@greattheatre.org](mailto:jobs@greattheatre.org) the following information:

- **Subject Line:** [Your Name], Stage Manager
- **Contents:** a written introduction of yourself and an attached cover letter and theatrical resume.

### **About GREAT Theatre:**

Great River Educational Arts Theatre (GREAT), is a non-profit community theatre that enriches lives by bringing people together to build lasting connections through theatrical storytelling that challenges, educates, entertains, and inspires. Through dynamic on-stage programming that consists of producing 7-8 full-scale shows featuring local talent, multiple production collaborations, and innovative off-stage educational outreach throughout Central Minnesota, we invite people to be part of the story to build a more vibrant community, celebrate differences, and create a sense of belonging for everyone. By reaching more than 50,000 people each year, GREAT brings our community together through the transformative power of the arts.

GREAT is committed to attracting and retaining employees with varying identities and backgrounds. We aspire to create a team that represents the diversity of our community while creating a space that encourages and embraces inclusiveness, equal opportunity, and respect. Additionally, we are committed to anti-racism through ongoing and consistent action, moving with urgency while identifying both immediate and long-term strategic actions, both as individuals and collectively as an organization.

### **Position Summary:**

The Stage Manager (SM) plays a crucial role in ensuring smooth and efficient rehearsals and performances. As the primary liaison between the director, cast, crew, and production staff, the SM maintains clear communication and organization throughout the production process. They oversee all technical and staging elements, ensuring a professional and positive theatrical experience for all involved.

## **Job Function**

*As a Stage Manager, you'll get to:*

- Attend and actively participate in production meetings, rehearsals, and performances.
- Serve as the main point of communication between the director, production staff, cast, crew, and designers.
- Lead the stage management team, including Assistant Stage Managers, through effective communication and delegation.
- Prepare and maintain a well-organized Stage Manager's book, documenting blocking, cues, script changes, and other key details.
- Maintain a safe, efficient, and professional rehearsal and performance environment.
- Develop and oversee production paperwork, including Entrance/Exit Plot, Props Run Sheets, Run Sheets, and other necessary documents.
- Arrive at least 30 minutes before call times to set up rehearsal spaces and ensure all scenic, properties, and costume elements are prepared.
- Oversee and run all staging, technical, and dress rehearsals, ensuring they proceed smoothly and efficiently.
- Create and distribute daily rehearsal reports and calls to the cast, crew, and production team.
- Maintain rehearsal spaces in clean and organized condition, including sweeping, mopping, and tidying props and furniture.
- Assist with music rehearsals by setting up chairs and music stands as needed.
- Organize and supervise volunteers, tracking their hours and responsibilities.
- Work with the Technical Director and Company Stage Manager to coordinate and run technical and dress rehearsals.
- Call cues and oversee the performance run, ensuring seamless transitions and execution.
- Ensure proper headset etiquette and communication between the stage management team, designers, and crew.
- Report any production concerns or participant issues to the Company Stage Manager.

*This might be the job for you if:*

- You thrive in a fast-paced, organized environment and love keeping things running smoothly behind the scenes.
- You have excellent communication skills and enjoy being the go-to person for cast, crew, and production staff.
- You're a natural leader who can delegate tasks effectively while keeping a positive and collaborative atmosphere.
- You have a keen eye for detail and enjoy documenting everything from cues to script changes to ensure a seamless production.
- You stay calm under pressure and can think quickly to troubleshoot problems during rehearsals and performances.
- You take pride in maintaining a safe, efficient, and professional rehearsal and performance space.
- You enjoy working with volunteers of diverse backgrounds and coordinating efforts to bring a production to life.
- You're comfortable with technical elements like calling cues, overseeing transitions, and managing headsets and communication systems.
- You're proactive and arrive early to ensure everything is set up and ready to go before rehearsals or performances.
- You believe that theatre is a team effort and are committed to fostering a sense of belonging and collaboration among all participants.

**Job Requirements:**

- Must pass a State of Minnesota background check.
- Must abide by copyright laws and GREAT's licensing agreements.
- This position requires flexibility, as theater schedules are subject to change. The SM must be available for staging rehearsals, load-in, tech/dress rehearsals, performances, and strike. Absences must be pre-approved by the Company Stage Manager. Schedules vary from show to show.

**Compensation:** We offer competitive pay based on experience and expertise. The pay rate for this position varies depending on the candidate's relevant experience and previous work with our company. Additional Benefits: Two complimentary tickets to opening night.

If you have any questions about the job or hiring process please reach out to Grace Wright, Company Stage Manager & Production Assistant. [Grace@GREATTheatre.org](mailto:Grace@GREATTheatre.org). 320.258.2787. Learn more about GREAT Theatre at [www.GREATTheatre.org](http://www.GREATTheatre.org).