



GREAT Theatre Job Description

Position Title: Stage Manager

Status: Independent Contractor, Seasonal, Non-Exempt

Duration: 9/25/24 - 12/15/24 (See Dates Below)

Hours: See Dates Below

Stipend: \$1800

Reports to: Grace Wright, Company Stage Manager & Production Assistant

Application: To apply, please email jobs@greattheatre.org the following information:

Subject Line: [Your Name], Stage Manager

Contents:

- a. a written introduction of yourself and how you're qualified for the position along with work history
- b. OR an attached cover letter and 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 8-10 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 60,000 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 at Great River Educational Arts Theatre (GREAT) plays a vital role in fostering a fun, caring, and educational theatre experience. Key responsibilities include facilitating communication among the Director, cast, and crew; maintaining detailed production documentation; overseeing rehearsals and performances; and ensuring a clean, organized environment. The Stage Manager also coordinates volunteer efforts, promotes professionalism within the community, and upholds safety and copyright regulations, all while supporting the mission of GREAT.

Responsibilities & Expectations:

1. Uphold the mission of the Great River Educational Arts Theatre (GREAT), by creating an equally fun, caring and educational theatre experience for all participants while creating a high-quality production.
2. Attend production meetings, rehearsals and performances as available.
3. Assist the Director and production staff through all phases of production, ensuring open communication between Director, staff, cast, crew and designers.
4. Lead the stage management team with efficient communication, delegation, and organization.
5. Prepare and maintain stage manager's kit. This includes office supplies, first aid kit, tape inventory, etc. Communicate any replenishment needs to the Company Stage Manager.
6. Prepare a clean and detailed SM book that includes blocking, cues, script changes, music cuts, and other information.
7. Promote a safe and productive environment in rehearsals and performances by maintaining order and organization of cast and crew.
8. Create, maintain, and finalize production paperwork in collaboration with the Assistant Stage Manager(s) and Company Stage Manager. This includes: Entrance/Exit Plot, Props Presets, Run Sheets, Green Room Cleaning List and other documentation as needed.
9. Notate and track cast entrances/exits, scenic elements, properties, and costume pieces for running paperwork. Company Stage Manager will provide paperwork templates for reference and ease.
10. Arrive at least 30 minutes prior to the first call to set up rehearsal spaces for rehearsals, checking the space for accuracy of scenic, properties, and costume presets for the scene(s) being rehearsed.
11. Oversee and run all staging, tech, and dress rehearsals as well as performances.
12. Write reports and send daily calls to cast, crew, and production team.
13. Communicate notes, questions, or updates from rehearsals to the design and production staff through rehearsal and performance reports.
14. Send rehearsal schedules to the cast and communicate any changes to the schedule in a timely manner.
15. Communicate all schedule updates/needs for the production. Any changes to the approved production schedule must be approved by the shows Director and Company Stage Manager.
16. Maintain rehearsal spaces in clean and neat condition, including sweeping or mopping, dusting/wiping down chairs and tables, picking up and discarding trash.
17. Set up chairs and music stands as needed for music rehearsals.
18. Work with Company Stage Manager to organize volunteers for crew. Keep log of volunteer hours to be turned in to Company Stage Manager at the end of each week
19. Work with Technical Director and Company Stage Manager to organize and run all technical and dress rehearsals. The Stage Manager will collaborate with Director and designers during tech for proper cue placement as well as ensuring rehearsals keep moving and time is used efficiently.
20. For performances, the Stage Manager will call cues and manage the performance run as needed to best serve the production's needs.

21. Maintain proper headset etiquette between stage management team, design staff, and crew.
22. Additional duties within reason pertaining to supporting staging and technical running of productions as assigned.
23. GREAT is a community non-profit and its operation and profitability is dependent on a positive image. While on-site or in the community, the contractor agrees to promote and conduct him/her/themself with professionalism, respect and humility.
24. Report any and all concerns regarding the show production and participants to the Company Stage Manager.
25. Allow a State of Minnesota background check. When any minor is on site there must be at least two adults present.
26. Abide by all laws concerning copyright of materials that violate the authors' rights under federal copyright law. Your actions may subject you to liability but also to GREAT for breaching the terms of the license agreement, which clearly forbids you to make any changes, deletions or video or sound recordings for any purpose without permission.

If you have any questions about the job or process for hiring please reach out to Grace Wright, Company Stage Manager. Grace@greattheatre.org. Learn more about GREAT Theatre at www.GREATTheatre.org.

DATES:

PRODUCTION MEETINGS

- Bi-Weekly (Days/Times TBD) (via Zoom if available)

AUDITION INFO MEETING

- Wednesday, October 23rd from 7:00p-8:00p (via Zoom if available)

CAST MEETING

- Wednesday, November 13th from 5:30p-9:30p

REHEARSALS

- Monday, November 25th from 5:30p-9:30p
- Tuesday, November 26th from 5:30p-9:30p

- Monday, December 2nd from 5:30p-9:30p
- Tuesday, December 3rd from 5:30p-9:30p
- Thursday, December 5th from 5:30p-9:30p

- Monday, December 9th from 5:30p-9:30p
- Tuesday, December 10th from 5:30p-9:30p
- Thursday, December 12th from 5:30p-9:30p
- *Saturday, December 14th from 9:30p-3:30p (HOLD)*

- Monday, December 16th from 5:30p-9:30p
- Tuesday, December 17th from 5:30p-9:30p
- Thursday, December 19th from 5:30p-9:30p
- *Saturday, December 21st from 9:30p-3:30p (HOLD)*

- Monday, January 6th from 5:30p-9:30p
- Tuesday, January 7th from 5:30p-9:30p
- Thursday, January 9th from 5:30p-9:30p
- *Saturday, January 11th from 9:30p-3:30p (HOLD)*

- Monday, January 13th from 5:30p-9:30p
- Tuesday, January 14th from 5:30p-9:30p
- Thursday, January 16th from 5:30p-9:30p
- *Saturday, January 18th from 9:30p-3:30p (HOLD)*

- Tuesday, January 21st from 5:30p-9:30p
- Thursday, January 23rd from 5:30p-9:30p

LOAD IN

- Sunday, January 26th from 8:00a-6:00p

TECH/DRESS

- Monday, January 27th from 4:30p-10:00p
- Tuesday, January 28th from 5:00p-10:00p
- Wednesday, January 29th from 5:00p-10:00p
- Thursday, January 30th from 5:00p-10:00p

PERFORMANCES

- Friday, January 31st from 6:00p-10:00p (**7:30p Performance**)
 - Saturday, February 1st from 12:30p-4:30p (**2:00p Performance**)
 - Sunday, February 2nd from 12:30p-4:30p (**2:00p Performance**)
 - Thursday, February 6th from 12:00-4:00p (**1:30p Performance**)
 - *Thursday, February 6th from 6:00p-10:00p (Hold) (7:30p Performance)*
 - Friday, February 7th from 6:00p-10:00p (**7:30p ASL Performance**)
 - Saturday, February 8th from 12:30p-4:30p (**2:00p Performance**)
 - Sunday, February 9th from 12:30p-4:30p (**2:00p Performance**)
- Strike Following