

# VTF – Production Stage Manager

## About this Job

Virginia Theatre Festival is seeking a Production Stage Manager to join our team for our Summer 2022 season. Qualified candidates should exhibit attention to detail and be able to prioritize and execute tasks accurately in a fast-paced work environment. Applicants must have excellent interpersonal, organizational, collaborative, and communication skills. Every member of our company should always have a willingness to learn as well as a commitment to a safe and equitable work environment. All employees are required to follow the University of Virginia and the Virginia Theatre Festival's COVID-19 Protocols.

This position reports to the Operations and Production Manager and will support the rehearsal process, run, and strike of our season's productions.

## Pay Rate and Benefits

\$20 per hour. We provide housing within walking distance to the theatre and various restaurants for those employed from out of town.

## Duration

June 6, 2022 through August 1, 2022. This position will work 40 hours/week with eligibility for overtime in variable schedules. Day, weekend, and evening hours required.

## Work Authorization Requirements

US work authorization is required.

## JOB DUTIES

- Manage the rehearsal process and run of shows for one our season's productions in tandem with the Assistant Stage Manager.
- Attend production meetings with designers shop heads.
- Develop schedules for rehearsals and assist in scheduling costume and wig fittings.
- Create and manage contact sheets, props list, checklists, rehearsal and performance reports, line notes, and other related paperwork for the show.
- Set up and clean up the space at the start and end of all rehearsals.
- Act as the liaison between the show and the different production departments.
- Develop a prompt script that tracks technical cues, blocking, and props.
- Call lighting, audio, and necessary backstage cues during technical rehearsals and performances.
- Update the call board throughout the rehearsal and show process and track attendance of cast and crew. Communicate call times and photo calls with actors and crew.
- Complete COVID safety training and ensure team compliance.

## **REQUIRED EXPERIENCE AND SKILLS**

- Previous experience in production stage management at the university or professional level.
- Ability to work under pressure while attending to the needs of multiple constituents.
- Strong written and oral communication skills
- Safety awareness and prioritization.
- Keen eye and ear for detail.
- Ability to troubleshoot and resolve conflicts.
- Proficiency in Microsoft Office Suite and related equivalents.

## **TO APPLY**

To apply for this position, please email your resume to us as follows:

Subject line: PRODUCTION STAGE MANAGER - your last name and first initial

Example: PRODUCTION STAGE MANAGER - Smith, J.

Email to: [virginiatheatrefestival@virginia.edu](mailto:virginiatheatrefestival@virginia.edu)