



PACIFIC CONSERVATORY THEATRE

Job Description

Position: Stage Manager
Department: Production
Reports to: Production Stage Manager

The Stage Manager (a full-time exempt position), in collaboration with the Equity Production Stage Manager, oversees all Stage Management activities and all Stage Management Interns, including; conducting all rehearsal and performance activity personally or through intern assignments, including crew assignment all to be coordinated with other Production Department heads. This position will be assigned to stage manage specific productions, as well as mentor interns in Stage Management or Assistant positions.

The Stage Manager coordinates the administrative duties of the Stage Management office. This position is an essential communication link for the entire company and carries with it a great amount of importance to be able to understand the importance of every link of the communication chain and the hierarchy of the organization. High attention to detail is essential.

PCPA values excellence and professionalism in all aspects of its company and public life. Integral to this position is the demonstration of practical initiative; respectful, courteous and cooperative relationships; affirmative, efficient and ethical working practices. Successful PCPA employees derive deep personal fulfillment from the exemplary completion of their duties, and in the flexibility required to respond to emergent challenges and opportunities, in accomplishment of the evolving work of the theatre and its training programs. PCPA expects a strong commitment to the mission of the theatre in service to task, colleague, company and community.

Examples of Duties:

- Coordinates the dissemination of show specific information to PCPA.
- Specific production responsibilities such as running rehearsals and calling shows as necessary and/or assigned to include oversight of technical rehearsal in collaboration with the Production Manager.
- Supervises Conservatory Technical Theatre Training students and interns in the Stage Management lab classes.
- Maintains stock of rehearsal/performance supplies and materials, i.e. spike tape, flashlights, etc.
- Maintain a safe and clean working environment and rehearsal space; helps maintain security of PCPA/AHC.
- To perform other related work as required.

Qualifications:

- A working knowledge of all aspects of the theatre – production and technical, as well as performance.
- Excellent communication skills – written, oral, visual, telephone.
- Strong organizational, budgeting and leadership skills.
- Knowledge and usage of correct English grammar, spelling, and punctuation.
- Ability to work without supervision.
- Ability to work productively under severe time pressures and meet deadlines.
- , Bachelor's Degree with at least 2+ years professional experience in a similar position required.. Master Degree preferred.
 - Must meet the minimum qualifications for, and successfully achieve, certification as a California community college instructor at Allan Hancock College.

Special Qualifications:

- Evidence of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of staff and students, and to staff and students with disabilities.

Other Requirements:

- Possess a valid California license to drive.

Work Conditions:

- Ability to work long hours and work with a flexible schedule.
- May have to work at heights, around moving machinery, and with exposure to noise, vibration, and dust.
- Must be willing to travel and work at various sites.
- Must be willing to work outdoors in all weather conditions while using the appropriate safety procedures.
- Ability to work safely in an environment containing potentially hazardous electrical equipment, fumes, and/or materials.
- Ability to work in an environment where there are frequent interruptions.

Physical Demands:

- Must be able to remain in a stationary position while in meetings, observing a rehearsal, performance, or working on paperwork at a desk.
- The person in this position needs occasionally move about inside an office, rehearsal, and theater.
- Operates a computer and other office productivity machinery, such as printer, copy machine, and backstage cue switch control.
- Occasionally ascends/descends ladders and stairs to inspect safety of theatrical scenery and properties.
- This position communicates with students, actors, and staff using closed circuit audio devices to instruct and direct theater productions.