



PACIFIC CONSERVATORY THEATRE

Job Description

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

In collaboration with the Production Manager, the Production Stage Manager (a full-time position) oversees all Stage Management activities and all Stage Management interns, including the conducting of all rehearsal and performance activity personally or through intern assignments, including crew assignment, etc. to be coordinated with other Production department heads.

This is an Actor's Equity Association (AEA) stage management position. No portion of this job description is to supersede AEA standards - all elements of this position will be in accordance with the appropriate AEA contract and rules. The Production Stage Manager works with the Production Manager to schedule meetings and other events needed to complete the production process. This position monitors all Equity actions and, with the Production Manager, maintains compliance with AEA/URTA contract. This position is an essential communication link for the entire company and carries with it great deal of responsibility, understanding the significance of every link of the communication chain and the hierarchy of the organization. High attention to detail and coordination of the dissemination of show specific information to the company is essential.

The Production Stage Manager supervises the staff Stage Manager; Stage Management Interns, and Conservatory Students.

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:

- Executes all rehearsal/performance elements of master schedules, including communication through callboards and other means to communicate with the entire company.

- Specific production responsibilities such as running rehearsals and calling shows as necessary and providing direct oversight of technical rehearsals in.
- Maintenance of the artistic integrity and intention of the play, consistent and sensitive relationship to the live performance and setting the ethical and morale ‘tone’ for the performance company.
- Attendance at selected pre-production meetings within the framework of the resident company when appropriate schedule balance is possible.
- Coordinates the dissemination of show specific information to the company.
- In collaboration with the Staff Stage Manager supervises Conservatory Technical Theatre Training students and interns in the Stage Management labs and classes.
- Models and upholds professional standards and lead company discipline as applicable.
- Oversees the selection of Stage Management interns for the Winter/Spring and summer seasons in conjunction with the Production Manager and Conservatory Coordinator of Technical Theatre Training.
- Maintains stock of rehearsal/performance supplies and materials, i.e. scripts, spike tape, flashlights, first aid supplies, etc.
- Maintains a safe and clean rehearsal and office environment.
- Teaches the Stage Management curriculum as assigned.
- Performs 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, and visual.
- Strong organizational, leadership and staffing skills.
- Ability to supervise and coordinate the activities of large groups of people toward a common purpose.
- Ability to work productively and meet deadlines in an environment of change, creative process and rigorous time management.
- Meet professional standards and possess professional experience in commercial and/or regional professional theatre.
- Master’s degree preferred or; Bachelor’s Degree required, with 4-5 years professional experience in similar position.

Must be able to meet the requirements for, and successfully obtain, a California Community College Teaching Credential.

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 Driver’s license and have access to a vehicle for transportation to and from business related events.

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.

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.

6/15/2018