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PACIFIC CONSERVATORY THEATRE

**Job Description**

**Position:** Production Stage Manager (AEA)  
**Department:** Production  
**Reports to:** Production Manager  
**Direct Reports:** Staff Stage Manager (non-AEA)

The AEA Production Stage Manager (a full-time position) oversees all stage management activities, disseminates show specific information to the company, and ensures the smooth operation of every rehearsal, performance, and production event. This position supervises the Staff Stage Manager and Stage Management Interns and serves as a mentor to all interns and Conservatory students.

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 requires full understanding and exemplary utilization of organizational communication pathways, department structures, and production processes. High attention to detail is essential.

The Production Stage Manager, in collaboration with the staff Stage Manager, is responsible for creating, maintaining, and implementing all Stage Management Curriculum in coordination with the Conservatory Director - Technical Theatre. As well as overseeing Conservatory Students in Stage Management classes and labs and advising Conservatory Students and Stage Management Interns. The Production Stage Manager will also play a central role in the program's recruitment efforts of interns.

At PCPA we believe that diversity makes us stronger, enriches our art, and is a source of joy. We believe that our understanding of the principles of Equity, Diversity, and Inclusion must continually grow and be actively practiced in our behavior and relationships. We will maintain a safe and welcoming working environment, free from any aggressions, and will interrupt behaviors that hinder our efforts to create an equitable, diverse and inclusive environment. We will make space for open communication that enhances relationships with all staff and community members, particularly those belonging to historically marginalized groups. PCPA is committed to anti-racism and prohibits discrimination against anyone based on factors including, but not limited to: race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability (physical or mental), or socioeconomic standing. We commit to serving our community by inspiring our current audience, cultivating our future audience, and preparing the next generation of theatre professionals.

**Examples of Duties:**

- Executes all rehearsal/performance elements of production schedules, including communication through digital and physical 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.
- Maintains the artistic integrity and intention of the play, consistent and sensitive relationship to the live performance.
- Attends 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.
- Maintains stock of rehearsal/performance supplies and materials, i.e. scripts, spike tape, flashlights, first aid supplies, etc.
- Models and upholds professional standards.
- In collaboration with the Staff Stage Manager supervises Conservatory Technical Theatre Training students and interns in the Stage Management labs and classes.
- Manages the selection of Stage Management interns in conjunction with the Production Manager and Conservatory Director - Technical Theatre.
- Teaches Stage Management-specific curriculum to Conservatory Technical Theatre training students, and interns through the internship lab classes, and may teach other classes as assigned.
- Evaluates student performance and assesses student progress for Conservatory classes and labs.
- Serves as an Academic Advisor to Conservatory Students and Professional Interns, and mentor to Stage Management-focused Students.
- Attends Tech Faculty meetings, Production meetings, and Technical Rehearsals and Previews as required.
- Communicates student issues to the Conservatory Director - Technical Theatre and the Production Manager.
- Maintains a safe and clean rehearsal and office environment in compliance with PCPA guidelines.
- Promotes a commitment to anti-racism, Equity, Diversity, and Inclusion in all areas of PCPA.
- Attends EDI, sexual harassment, anti-bias, anti-racist, and other Human Resource trainings and workshops.
- Works in a manner consistent with understanding and demonstrating inclusive behaviors; maintains a safe and welcoming working environment, free from any aggressions; and interrupts behaviors that hinder PCPA's equity, diversity and inclusion efforts.
- Disclaimer: This description reflects managements of essential functions, it does not proscribe or restrict the tasks that may be assigned.

**Qualifications:**

- 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.
- Demonstrated experience evidencing commitment to anti-racism, equity, diversity, and inclusion.
- Demonstrates a special sensitivity and ability to work effectively with diverse company and community members - with respect to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability (physical or mental), or socioeconomic standing.
- Master's Degree preferred, or Bachelor's Degree or equivalent, with professional experience, required. Must meet the minimum qualifications requirements for, and successfully obtain credentials, to teach at a California Community College.

**Other Requirements:**

- Possess or be able to acquire a valid California license to drive.

**Work Conditions:**

- Ability to work weekends, evenings, and work with a flexible schedule.
- Ability to work in an environment where there are frequent interruptions.
- Must be willing to travel and work at various sites.
- May have to work at heights, around moving machinery, and with exposure to noise, vibration, and dust.
- 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:**

- Frequently remains in a stationary position while in meetings, observing a rehearsal, performance, or working on paperwork at a desk.
- This position must be able to detect visible and audible cues on the stage from a distance of 40-feet.
- Occasionally moves about inside an office, rehearsal, and theater.
- Frequently operates a computer and other office machines, such as a printer, copy machine, and backstage cue switch control.
- Occasionally ascends/descends ladders and stairs to inspect the safety of theatrical scenery and properties.
- Frequently communicates with students and staff in a noisy theater environment.
- Frequently communicates with students, actors, and staff using closed-circuit audio devices to instruct and direct theater productions.
- Occasionally works in outdoor weather conditions during the summer season.