
TOWN HALL ARTS CENTER

Production Stage Manager

Title: Production Stage Manager
Reports to: Production Director/Executive Director
Status: Independent and Paid Contractor
Recruitment: Ongoing

The Production Stage Manager's duties (for each assigned production) are:

- Document and enforce production timelines established by the director and design team; serve as liaison with Technical Director
- Schedule and attend all production meetings.
- Promote all auditions in conjunction with Operations Director and assist the Production Director with knowledge of THAC audition procedures and actors who have auditioned for other shows.
- Act as organizer and liaison for Director during auditions
- Secure all bios/photos from production team and cast members and deliver to Marketing Director to meet print deadlines
- Coordinate production photo shoots and archival photo/video recordings

Rehearsals

- Attend all rehearsals to take blocking notes and line notes
- Provide production staff with daily rehearsal notes that cover each technical area individually with any requirements or discussion points that arise during the rehearsal process
- Work with Town Hall staff regarding the scheduling and the locations of rehearsals.
- Communicate schedules with all actors and team members.
- Secure appropriate rehearsal props, music, etc.

Manage all performances during the run of the show

- Verify all actors and technicians arrive at predetermined show call times

- Verify pre-show scenic, prop, sound and lighting is ready prior to start of show.
- Notify House Management that theatre is open for audience seating.
- Call the performance and operate cues through the Show Control system via Qlab.
- Act as spot light operator if needed
- Notify technical director and appropriate production staff of any broken gear or problems that need addressing.
- Review all emergency procedures and be able to quickly respond to any number of emergencies that arise. The Stage Manager shall be first point of contact for audience and shall know how to appropriately direct audience members where to go in the event of an emergency. Stage manager shall know locations of fire extinguishers and other safety equipment. In the event of audience member injury, Stage Manager shall immediately contact emergency personnel and apply basic first aid as needed.
- Provide daily performance reports noting any problems or damage which arise during performances.

Other duties as requested by the Production Director or Executive Director

Interested? Please send your resume and theater background to:
Cheryl McNab, Executive Director, cmcnab@townhallartscenter.org