

Actors Theatre of Louisville
PRODUCTION STAGE MANAGER (SEASONAL)
Posted December, 2018

Position: Production Stage Manager (Seasonal)
Reports To: Production Manager
Department: Stage Management
FLSA: Exempt
Start Date: 7/8/19
End Date: 5/10/20

About Actors Theatre of Louisville:

Actors Theatre of Louisville, the State Theatre of Kentucky and home of the Humana Festival of New American Plays, invites applications for the position of Production Stage Manager (Seasonal).

Actors Theatre seeks to create a truly brave space where diverse identities, ideas, cultures, and opinions are cultivated. Our core values are Equity, Diversity and Inclusion, Brave Curiosity, Listening and Sharing and Adaptability. Because of its conviction that the diversity of a community is its defining strength, Actors Theatre is committed to Equity, Diversity, and Inclusion in all areas of its work, including its community engagement efforts, productions, casting, education programs, recruitment of staff, students, apprentices, and volunteers, and the composition of the Board of Directors. We strongly encourage applications from women, persons of color, LGBTQ individuals, and others who demonstrate a commitment to equity and social justice.

Actors Theatre's mission is to unlock human potential, build community and enrich quality of life by engaging people in theater that reflects the wonder and complexity of our time. Actors' vision is to be a leading arts organization locally and nationally, serving as a catalyst for creativity, innovation, inspiration and education in our community and field.

Summary of Position:

The Production Stage Manager (PSM) supervises the Stage Management department, including all AEA Stage Managers, Assistant Stage Managers, Production Assistants, and SM Apprentices. The PSM oversees the Stage Management budget planning, budget reconciliation, and supervising work hours and overtime (if applicable). PSM oversees all rehearsal studio and onstage activities. The PSM assists in the seasonal planning related to rehearsal preparation, rehearsals, department staffing, and stage management training, including the education planning for the Stage Management Apprentices.

The Essential Functions include, but are not limited to, the following:

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- Serves as the Stage Manager for productions as assigned per season.
- Maintain the artistic vision of all assigned shows.
- As the Stage Management department head, attends production meetings, production department head meetings, show wrap-up meetings, full staff meetings and other trainings as assigned.
- Maintains both the stage management administrative office and the stage management production office as organized and up-to-date centers of communication and is responsible for adequately supplying the stage management office with the supplies necessary to the effective execution of responsibilities (tape, pencils, etc.).
- With Production Management create and maintain all departmental documentation including the stage management handbook and all standardized templates and forms. Ensure that they are updated prior to each season to incorporate new information and/or changes in policy, practice, or staffing.
- Supervises the reporting of work time for Actors and stage management personnel on a show and reports to accounting the veracity of the hours reported.
- Organizes weekly meetings with the Stage Management department to share theatre information, administrative protocols, deal with any unforeseen production issues, and to provide a forum for the education of the Apprentices.
- Works with the Production Manager and production department managers to develop talented and dedicated run crew, wardrobe crew and other deck personnel. Provides timely feedback about these staff to their supervisors to ensure a great backstage staff team.
- Oversee and staff the stage management department, including the execution of mid-season and end-of-season reviews for all stage managers, assistant stage managers, production assistants and apprentices.
- With the Production Manager, participate in the hiring process of all Stage management team members.
- Creates an environment that encourages the mentoring of apprentices by all of the AEA stage management staff. Responsible for all mentorship opportunities involving Stage Management Apprentices. This will include staff meetings and one-on-one mentorship plans with other members of the Stage Management team.
- Work with the Artistic Producer to help identify and potentially deal with any professional issues within the cast and/or director of a production.
- As able and appropriate, attend initial design conference meetings either in person or remotely.
- Follows LORT/AEA work rules and hours; plans and publishes schedule overviews for rehearsals, technical rehearsals and performances, and provides

daily guidance and feedback to stage management staff in preparation and distribution of daily rehearsal calls.

- Supervises the creation, maintenance and accuracy of each production prompt script, running and/or cue sheets, and production check lists for management and archive purposes.
- Act as Artistic liaison in support of theatre's marketing and development departments.
- Plans and oversees department budget and tracks department expenses.
- Maintains a safe working environment in rehearsal and onstage that conforms to the theatre's safety program as developed by the theatre's Safety Committee.
- Helps supervise the organization and cleanliness of backstage areas, including green rooms and kitchen spaces.
- May be working with a vulnerable population as part of an individual show process.
- Will supervise the put in of any new, replacement or understudy cast members or run crew.
- Carry out other duties and responsibilities that may be assigned by direct supervisor or management.

Knowledge, Skills, and Abilities:

- Knowledge and experience working with AEA, SDC, USA.
- Technical knowledge of safe working procedures, safety equipment and products for the stage.
- Well-developed verbal and written communication skills.
- Excellent interpersonal, teamwork, and diplomacy skills.
- Ability to work well in a stressful environment with many personality types.
- Ability to maintain artistic direction, rehearse understudies or replacements.
- Ability to work long hours and to manage an irregular schedule including weekends and holidays.

Minimum Qualifications:

- At least five (5) years' experience as an AEA stage manager working in professional theatre.
- Must successfully pass a background screening.
- Work a flexible schedule that will include overtime, weekends, mornings, afternoons and evenings.
- Must be a member of AEA in good standing.
- Computer proficient (Microsoft Office and/or IOS software, internet file sharing).
- A genuine interest in and knowledge of the Theatre with a commitment to the organization's Equity, Diversity and Inclusion work.

Preferred Qualifications:

- LORT experience.
- Well-developed understanding of the artistic process.

COMPENSATION:

Compensation is \$925.00 per week when not on Equity agreement. When on Equity agreement, salary will be based on the LORT B Stage Manager rate.

HOUSING: If you are not a local resident, housing will only be provided for the first contract season.

To Apply:

Applicants interested in applying for this position must email cover letter, resume and three (3) professional references to:

Paul Werner, Production Manager

[Email: pwerner@actorstheatre.org](mailto:pwerner@actorstheatre.org)

cc: Marie Tull, Human Resources Manager

MTull@actorstheatre.org

No phone calls please.

Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.