

Job Description | **Resident Stage Manager and Facilities Team Member**

Reports to: Producing Artistic Director
Direct Supervisor: Production Manager

Job Description

The Resident Stage Manager and Facilities Team Member is a person who helps foster a professional theatre environment, working in collaboration with a wide and varied range of actors, directors, designers, and production crew members. This position is responsible for maintaining the artistic vision and highest standards possible for the organization while creating a positive and safe work environment.

Responsibilities include but are not limited to:

- Stage Manage NorShor productions, Playhouse special events, and fundraisers.
- When it is not possible to Stage Manage a production, help find and mentor Stage Managers to cover shows at the NorShor, Family Theatre and Underground. Be on call to provide support and leadership to these other Stage Managers.
- Facilitate communication across all creative and technical departments.
- Act as a right hand to the director of each production.
- Attend all rehearsals and performances when working as Stage Manager.
- Create a master calendar of rehearsals, target dates and deadlines, and conflicts.
- Assist with auditions, including coordinating audition forms and information sheets.
- Handle script distribution and collection.
- Prepare cast and crew contact lists.
- Tape the rehearsal room floor for scenery.
- Open and prepare theatre or rehearsal space for all rehearsals (includes sweeping and mopping the stage, pre-setting furniture and props, etc.).
- Clean up after all rehearsals and performances.
- Close and lock the theatre or rehearsal space after all rehearsals and performances, including turning off all lights and closing and locking all doors.
- Record director's blocking in production book and assist actors with blocking as needed.
- Take line notes when actors are off book and prompt actors as needed.
- Assist the properties team and coordinate rehearsal props and furniture as necessary. This also includes creating and maintaining a master props list.
- Attend production meetings.
- Develop preset lists and running order lists.
- Organize backstage storage areas for rehearsals and performances in cooperation with the technical director and production manager.
- Write and distribute daily rehearsal, production meetings, and performance reports in a timely fashion.
- Facilitate communication between production staff members and cast members as necessary, i.e. costume fittings, etc.

- Manage the production callboard, including sign-in sheets, and announcements.
- Monitor actors' attendance and punctuality for all rehearsals and performances and deliver all pre-show time calls.
- Coordinate all scene shift rehearsals, technical, and dress rehearsals in cooperation with the director and other members of the production team.
- Supervise the work (as needed) of ASM, technicians, deck hands, and operators.
- Organize and supervise special rehearsals for fight calls, lift calls, put ins, and understudy rehearsals.
- Call all cues during the run of the show including light, sound, and deck cues.
- Once a show has opened, oversee and maintain the integrity of the production.
- Work in conjunction with the Production Manager to identify and fill crew positions for each production.
- Updating and maintaining the Duluth Playhouse Stage Management manual.
- Oversee and manage the scheduling of all Playhouse rehearsal rooms.
- Create and distribute security door and elevator codes.
- Oversee the NorShor HVAC system, including programming and routine maintenance.
- Coordinate building maintenance and repairs with the other Facilities Team Members and appropriate contractors as needed.
- Assist with ME duties if needed and available.
- Assist scene shop, cleaning crew, and Production Manager as needed: furniture, supply and costume shop runs, organization of storage spaces, set building, cleaning.
- Attend weekly staff meetings. Provide updates and participate in team discussions.
- Other duties as needed.

The office environment is interactive, fast-paced, and tightly connected between departments. The Resident Stage Manager should be comfortable with spontaneous meetings and participate in collaborative discussions offering team support.

Duluth Playhouse is an equal opportunity employer in all positions, programs and services without regard to race, color, religion, creed, gender identification, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status. We strongly encourage candidates from underrepresented backgrounds and communities to apply.

To Apply:

Send a cover letter, resume, 2-3 references, and any additional supporting documents you would like to provide, to Phillip Fazio at pfazio@duluthplayhouse.org with the subject "Resident Stage Manager". No phone calls.

Position open until filled.