



TITLE: Production Stage Manager	Full-Time \$ 30,000/year
REPORTS TO: Managing Artistic Director	HIRE DATE: September 15, 2016

SUMMARY DESCRIPTION: The Production Stage Manager is ultimately responsible for ensuring that all aspects of productions are completed within budget, according to directors' wishes, in time for the first public performance, and in accordance with industry best practices and Magik policies and procedures. They are also the principal organizer and communicator between artistic staff, production teams, front of house staff, and administrative staff for anything production related in The Magik Theatre venue, including Magik mainstage productions, Magik education department productions, and rental productions. They act as Stage Manager for as many Magik productions as possible, and oversee any guest Stage Managers that are needed.

RESPONSIBILITIES:

- Production scheduling including maintaining the production calendar containing all production meetings, auditions, rehearsals, tech, performances, education performances, rentals, and special events
- Tracking of production expenses and management of production team reimbursements
- Working with marketing and other staff to coordinate with production team and actors for publicity photos, events, interviews, etc.
- Stage Managing as many Magik productions as possible, and overseeing any guest Stage Managers that are needed, including:
 - Scheduling and running rehearsals
 - Recording blocking
 - Tracking necessary design changes
 - Sending out rehearsal and performance reports to production team, directors, and administrative staff
 - Ensuring all staff are notified of changes to rehearsal and/or performance schedules.
 - Ensuring actors and production team have copies of scripts and other rehearsal materials including rehearsal discs for music, reference videos, and production research.
 - Maintaining the Director's vision throughout the production, reporting issues to the Director and Managing Artistic Director, giving actor and crew notes, and scheduling and running pick-up rehearsals
 - Creating master cue sheets for lights, sound, scene changes, backstage crew etc.
 - Calling light and/or sound cues
 - Running light board for performances
 - Ensuring Actors have sufficient microphone batteries and tape
 - Spiking the stage for set pieces or props
 - Running technical rehearsals
 - Creating props lists and procuring facsimile props for rehearsals

- Overseeing the setting of props for each performance
- Managing running crew and actors
- Securing and training backup running crew personnel
- Rehearsing understudies and scheduling/running put-in rehearsals
- Maintaining and updating contact lists as needed for each production
- Coordinating any space needs with rental clients
- Coordinating any space needs for Magik Touring Company with Tour Manager
- Coordinating any space needs for the education department
- Maintaining a good working knowledge of all relevant health and safety legislation to ensure the safety of the production team and actors
- Maintaining a good working knowledge of Magik's Code of Conduct, and executing the policies within it
- Performing other duties as assigned by Managing Artistic Director

Assists the Managing Artistic Director with the following:

- Securing the rights to present the play from the royalty house or publisher-agent.
- Creating production budgets
- Booking any outside venues for productions
- Creating job descriptions for production and artistic staff
- Creating and executing paperwork for production and artistic staff
- Creating and overseeing the execution of Magik's Code of Conduct
- Performing other duties as assigned by the Managing Artistic Director.

EDUCATION:

- Bachelors of Fine Arts in Stage Management, Theatre Management or five years experience required.

TO APPLY: Please send your resume and a cover letter with three references to info@magiktheatre.org.