

Stage Manager

The Stage Manager works as part of the workshop team and acts as a liaison amongst the various individuals involved in the theatre production, including the Director, Costume Designers, and the Technical Support team, to ensure all elements of the performance run smoothly. This position requires an individual with strong organizational and communication skills, the ability to multi-task and who works well with a team. Familiarity with the basic function of lighting and technical details and knowledge of proper production safety procedures would be assets. Experience working with youth, musical theatre, and stage management preferred.

Duties and Responsibilities

- Attends all production meetings
- Assists the Director in overseeing the logistics of the theatre production
- Recruits and organizes crew for tech week and performances
- Works with Costume Designers to ensure that all costumes and props are correct and delivered to proper locations
- Assists in setting up props and other items for the performance
- Assists the Director in overseeing technical run-throughs prior to performance
- Instructs the lighting and technical support team on timing and execution of special effects
- Addresses and resolves any technical difficulties during rehearsals and performances
- Provides stage directions and cues to actors during rehearsals and performances as needed
- Reports logistical problems to the Director
- Organizes load-in and strike
- Performs tasks assigned by the Director

If previous CAP participant, a minimum of 3 years after participation is required before applying