



BarnArts Center for the Arts
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Job Description: Stage Manager - *Arcadia* by Tom Stoppard

Location: All performances will be in Barnard, Vermont in an outdoor location. Rehearsals will be indoors until weather permits outdoor rehearsing on site.

Job Dates: late April thru June, 2023; Performance dates June 16-18, 23-25

Hours: 3-4 rehearsals weekly (evenings & weekends), plus tech week and performance weekend and production meetings

A stage manager is responsible for the overall organization of a theatrical production. The job requires keeping actors and production team on task, managing meetings and rehearsals, and remaining calm and level-headed throughout the process. Each member of the production team is a valuable part of this process and is expected to support each other and to aid in setting the tone for the cast and crew. Join our team and gain valuable experience being part of our small nonprofit arts organization in a rural community!

Duties, during the rehearsal process:

- Communicate actively with all theater teams
- Collaborate with the director and producer to book rehearsal space as needed
- Create and maintain a master script with all blocking, lightning, sound, etc. notes
- Follow along in the script and serve as a prompter to the cast as appropriate
- Keep track of time, giving 5 minute warnings before schedule interval change and announcing when time is up
- Take charge of any pre-setting, resetting, and breakdown of the set and props
- Make alterations to the set and props between scene changes
- Take notes during each rehearsal and send out a rehearsal report (template available) to the cast and production team with relevant notes after each rehearsal, with a special focus on props/costume updates.
- Take notes at each production team meeting and follow up with a production meeting report afterwards
- Create a risk assessment to ensure the safety of the full company

Duties, during tech week and the performance run:

- Ensure that all technicians (lighting, sound etc.) know their cues
- Manage any additional backstage crew (stagehands, etc.) and ensure that backstage runs smoothly
- Maintain the schedule, announcing warnings (5 minutes until curtain, etc.) so that all are aware of them

Required Personal Qualifications:

- Good team player
- Self-motivated and independent with effective organization and communications skills
- Friendly, outgoing professional demeanor combined with ability to maintain confidentiality
- A commitment to community and arts

Job Type: Short term contract

Pay: Modest stipend

Education: Flexible

Experience: Experience is appreciated but not required. We have had great success with new Stage Managers who enjoy organizing and love theater.

Work Location: Barnard, Vermont

How to apply: Interested candidates should submit a letter of interest and resume to Executive Director Linda Treash through email info@barnarts.org. Position will be open until filled.

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