



BarnArts Center for the Arts
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Building Community Through Art

Dancing at Laughnasa Stage Manager

Job Description

Location: All performances will be outdoors at King Farm in Woodstock. Early indoor rehearsal location is TBA but is likely to primarily be held in spaces in Barnard, VT.

Job Dates: April - June 2026. Performance dates are June 19, 20, 21, 25, 26, 27, 28.

Hours: 3 rehearsals weekly (2 evenings & 1 weekend afternoon), plus more leading up to and through tech week. Occasional production meetings may occur in person or remotely. Must be present for the entirety of each dress rehearsal and performance.

General expectations

The 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. The Stage Manager arrives early (before cast call) and does not leave until the space is left as needed. 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. Leadership, preparedness and professionalism are required by all team members, leading to a production-wide atmosphere of inclusivity, kindness, and respect.

Some Stage Manager duties may be shared with an Assistant Stage Manager, but the Stage Manager is ultimately responsible for successful implementation of all tasks.

Duties, during the rehearsal process:

- Communicate actively with all theater teams
- Collaborate with the Director and Producer to reserve 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
- When actors are off book, be on book for line calls, note any line errors and send actors line notes after rehearsal or in email
- Keep track of time, giving 5 minute warnings before schedule interval change and announcing when time is up
- Assure the rehearsal space is clean and tidy before and after rehearsals
- Take charge of any pre-setting, resetting, and breakdown of the set and props, including making alterations between scene changes

- Take notes during each rehearsal and send out a rehearsal report (template available) to the production team with relevant notes after each rehearsal
- Take notes at each production team meeting and follow up with a production meeting report afterwards
- Evaluate any ongoing risk concerns throughout the rehearsal process (and particularly during adaptations to the set during dress rehearsals) and take action for safety while also keeping the production team informed
- Send weekly email on set day to the entire company about the next week's schedule and any notes the Production Team wants to include in one cohesive email

Duties, during tech week and the performance run:

- Manage backstage crew (stagehands, actors, etc.) and ensure that backstage runs smoothly and everyone knows their cues.
- Oversee organization of all props and lead a system of prop setting and resetting
- Keep backstage quiet
- Carefully manage the schedule and time, announcing warnings during rehearsals and performances (5 minutes until places, etc.) ensuring that all are aware of time and calls
- Warn and count down the start of show and intermission end time for the actors and backstage crew, after consultation with the Director/Producer/Front of House Manger and Costume Designer

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: \$800-1000 depending on experience

Education: Flexible

Experience: Experience is appreciated but not required.

Work Location: Primarily Woodstock, VT but also likely Barnard, VT for early rehearsals

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

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