



COMPANY ONE THEATRE: STAGE MANAGER

Company One Theatre seeks candidates for the position of STAGE MANAGER for their production of Tarrell Alvin McCraney's WIG OUT!, to be directed by Summer L. Williams, in collaboration with the American Repertory Theatre at Oberon.

Production meetings will begin January 2018, and rehearsals in early March. Tech will begin April 22, with opening April 26. Performances run through May 13, Tuesday through Sunday nights with some weekend matinees. All rehearsals & meetings are weeknights and weekend days.

JOB RESPONSIBILITIES

- Act as a liaison between actors and production staff
- Assist production management in the creation and/or updating of the rehearsal schedule, and manage all rehearsals
- Manage all Assistant Stage Managers and maintain a schedule of their attendance at rehearsals
- Attend all scheduled production meetings, recording & distributing production meeting minutes
- Create and distribute reports for all scheduled rehearsals and performances
- Work with the Assistant Stage Managers to record all stage directions, lighting cues, sound cues, and video cues, in order to be able to call them for all operators during the run of the show
- Operate the light board and/or sound board as needed
- Work with the Properties Designer on a comprehensive props list and as necessary assist with securing rehearsal props
- Assemble and maintain the prompt book
- Manage all issues relating to the actors and staff, the technical booth, and the dressing room during the performance run
- Maintain the artistic intentions of the Director and the Producer after opening, to the best of his/her ability

REQUIREMENTS

Previous experience in stage management for theatre required. Candidates from diverse backgrounds and/or traditionally under-represented groups are strongly encouraged to apply. Boston based candidates or those who have their own housing/transportation in the Boston-area only.

ABOUT US

Company One's mission is to change the face of Boston theatre by uniting the city's diverse communities through innovative, socially provocative performance, and the development of civically engaged artists. We value community engagement, collective decision-making, transparent communication and mentorship.

Our Core Values

- Never be satisfied
- Diverse, socially conscious thinking
- Innovation and creative problem solving
- Artistic excellence
- Development of the individual as part of the greater community

Learn more about us: <http://www.companyone.org>

HOW TO APPLY

Please submit your cover letter and resume to Sarah Cohan, HR Manager, at employment@companyone.org