



## **Company One Theatre: Non-AEA Stage Manager**

Company One Theatre, in residence at the Boston Center for the Arts, seeks candidates for the position of Stage Manager in their 2016-17 season.

### **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
- Work with the Properties Designer on a comprehensive props list and as necessary assist with securing rehearsal props
- Assemble and maintain the prompt book (the accurate playing text and stage business, together with such cue sheets, plots, daily records, etc., as are necessary for the actual technical and artistic operation of the production)
- 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 professional stage management for theatre required. MFA is a plus.

Candidates from diverse backgrounds and/or traditionally under-represented groups are strongly urged to apply.

Boston-based candidates highly preferred, as we are unable to provide travel compensation or housing.

## **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: [www.companyone.org](http://www.companyone.org)**

## **HOW TO APPLY**

Please submit your cover letter and resume to Sarah Cohan, HR Manager, at [employment@companyone.org](mailto:employment@companyone.org).