

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

Company One Theatre, in residence at the Boston Center for the Arts, seeks candidates for the positions of Stage Manager and Assistant Stage Manager for their Season 17 production of Natsu Onoda Power's THE T PARTY.

Rehearsals will begin in early June and run through opening, with a few possible meetings/workshop rehearsals in mid-March. Tech will begin July 9, with opening July 16. Performances run through August 13, Wednesdays through Sundays. All rehearsals are weeknights and weekend days.

### **JOB RESPONSIBILITIES**

- SM: Act as a liaison between actors and production staff
- SM: Assist production management in the creation and/or updating of the rehearsal schedule, and manage all rehearsals
- SM: Manage all Assistant Stage Managers and maintain a schedule of their attendance at rehearsals
- SM: Attend all scheduled production meetings, recording & distributing production meeting minutes
- SM: Create and distribute reports for all scheduled rehearsals and performances
- SM: 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)
- SM: Manage all issues relating to the actors and staff, the technical booth, and the dressing room during the performance run
- SM: Maintain the artistic intentions of the Director and the Producer after opening, to the best of his/her ability
- SM/ASM: Work with the Stage Management team 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
- SM/ASM: Work with the Properties Designer on a comprehensive props list and as necessary assist with securing rehearsal props
- ASM: Assist the SM as necessary with all duties above.
- ASM: During performances:
  - manage the backstage area, all actors and crew
  - be aware of actor's cues during the show
  - assist actors with entrances, exits, costume changes, etc.
  - act as a point person for actors with regard to dressing room needs and maintenance
  - assist the Stage Manager in closing up the space including tidying up dressing rooms and removing trash nightly, taking inventory of costumes and props post-show, and laundering costumes as needed.

## **REQUIREMENTS**

SM: Previous experience in professional stage management for theatre required. MFA is a plus.

ASM: Previous experience in theatre or a related discipline required.

Candidates from diverse backgrounds and/or traditionally under-represented groups are strongly urged to apply. Boston-based candidates 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 – specifying if you are applying for the SM position, ASM position, or both – to Sarah Cohan, HR Manager, at [employment@companyone.org](mailto:employment@companyone.org).