

# COMPANY ONE THEATRE: STAGE MANAGER



Company One Theatre seeks candidates for the position of Stage Manager for the play *BLACK SUPER HERO MAGIC MAMA* by Inda Craig-Galván. The production will be directed by Monica White Ndounou, produced in partnership with the American Repertory Theater, and performances will be held at Rabb Hall at the Boston Public Library.

Rehearsals begin March 1, Tuesday through Saturday, weekday nights and weekend days. Tech is from April 10 – April 22, first preview is on April 22, and opening April 23. The production runs April 23 - May 21, performances Thursday - Saturday nights, and Sunday matinees, as well as select Friday student matinees. Strike May 22, 2022.

We ask that all candidates present proof of fully vaccinated status for COVID-19 upon hiring.

## JOB DESCRIPTION

- To attend and manage all rehearsals and performances
- To ensure call, break, and end times are being met
- To work in collaboration with the Director, Dramaturgs, designers and performers to work toward a high-caliber production and fulfill the desired vision for the show
- To create a rehearsal schedule in advance of the first rehearsal in collaboration with the Director
- To lead a team of Assistant Stage Managers and oversee their work in support of the production
- To lead the SM team in rehearsal room set up/break down
- To work with the SM team to record blocking and notate any required cues
- To work with the Props Designer to ensure prop lists/requests are updated
- To attend and potentially assist with any publicity events held during normal rehearsal hours
- To take/distribute notes at all design/production meetings
- To create daily rehearsal/performance reports and distribute them in a timely manner
- To attend a “Paper Tech” or other time to receive cues and their notes from the designers
- To create and utilize a calling script including all cue timing and placement as indicated by the designers
- To arrive to the performance space 2 hours before curtain to begin set-up with the SM team
- To operate the light board during performances, and conduct lighting checks as necessary
- To work with the SM team and Props Designer to ensure consumable props are replenished as necessary during performances
- To manage any issues/concerns during the performance run
- To attend any post-show events during the performance run (no longer than 45 min.)
- To attend a short set-up time in the performance space, and a short clean up/strike time following closing
- To act as a liaison between actors, production team, and company staff to ensure clear, frequent communication between various parties throughout the production process

## SKILLS/EXPERIENCE

Previous experience as a Stage Manager for professional theatre required. Theatre degrees are welcomed but not required. Folks with professional ASM experience will be considered. Candidates from diverse backgrounds and/or traditionally under-represented groups are strongly encouraged to apply.

## ABOUT US

Company One's mission is to build community at the intersection of art & social change. We value community engagement, collective decision-making, transparent communication and mentorship.

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

## HOW TO APPLY

Please submit a short cover letter, recent resume, and references to [employment@companyone.org](mailto:employment@companyone.org). Optionally, work samples or websites are welcomed but not required.

Company One Theatre is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Company One Theatre is committed to building a culturally diverse staff and strongly encourages applications from candidates of color, LGBTQIA+ and women candidates, individuals with disabilities, and veterans.

## STIPEND

\$4,000