



STAGE MANAGER FOR WEBSTER'S BITCH: Job Description

Playhouse Theatre Group is hiring an experienced Non-AEA Stage Manager for its world premiere production of *Webster's Bitch* by Jacqueline Bircher at Playhouse on Park.

First Rehearsal: 5/9/2023

Tech: 5/26 - 5/30/2023

Previews: 5/31 - 6/1/2023

Performances: 6/2 - 6/18/2023

Playhouse on Park is a 163-seat black box theater in West Hartford, CT. We produce a varied season of work including plays, musicals, dance performances, theatre for young audiences, and occasional one-off events such as stand-up comedy nights, play readings, and small concerts.

Responsibilities:

The SM may perform or oversee any or all of the following:

- Attend and oversee the backstage operations during each performance
- Work with the Director and Production Manager to plan, create, and distribute daily schedules for rehearsals, technical rehearsals, and performances, ensuring proper breaks are taken in accordance with AEA Guest Artist rules and regulations
- Ensure the creation, maintenance, and accuracy of the play's prompt script, run sheets, and production checklists for management and archive purposes, delegating tasks and paperwork as needed
- With the ASM, track production blocking, prop, and line notes in the rehearsal room.
- Executing lighting and sound cues during performances using Q-Lab software
- Assist in communicating and upholding theater policies among guest artists
- With the ASM, assist with performing pre- and post-show duties, including setting/striking costumes and props, as well as general upkeep of the green room and dressing rooms as needed
- Provide daily feedback, ensuring that rehearsal and performance reports are accurate and distributed in a timely manner
- Ensure safe working conditions for the staff, creative team and performers, including liaising with the Technical Director to perform safety walkthroughs of the space
- Liaise with Company Manager to communicate and support guest artists needs
- Additional duties that are broadly in-line with the above responsibilities, as assigned

Qualifications and Abilities:

- 2-3 years' experience as a Stage Manager, progressive ASM work in professional theatre, or equivalent educational and work experience
- Maturity and understanding of the artistic process; excellent interpersonal, teamwork, discretion, and diplomacy skills
- Ability to maintain artistic direction and integrity
- Familiarity with AEA Guest Artist rules and regulations
- Proactive problem-solving and creative thinking
- Proficiency in the Microsoft Suite, Google Drive, Q-Lab
- Well-developed verbal, organization, and communication skills
- Works well under pressure and with many personality types
- Ability to work independently and collaboratively in a fast-paced, rapidly changing environment

Helpful relevant experience:

- Ability to read and understand technical drawings
- Experience rehearsing understudies and swings

Additional Information:

Pay Rate: \$800 per week

Working hours can vary based on the production calendar, with an average of 40-42 hours per week.

Playhouse Theatre Group employs a staff fully vaccinated for COVID-19. Proof of vaccination required.

To apply, please submit a cover letter, resume, and references to: info@playhousetheatregroup.org.

Playhouse Theatre Group is an Equal Opportunity Employer, committed to a diverse and inclusive work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. Women, minorities, individuals with disabilities, and veterans are encouraged to apply.