



Working under the supervision of the Artistic Director and the Production Manager, the **Stage Manager** at *Glorify Performing Arts* is responsible for assisting the Production Team during the rehearsal period and calling our productions. The Stage Manager should be able to be flexible, creative under pressure and have strong communication skills. Most importantly the Stage Manager should feel confident they can uphold GPA's Foundational Four (Mission Statement, Vision Statement, Core Values and Business Philosophy).

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### Stage Manager Responsibilities

#### Pre-Production

- Work alongside the Director and Production Manager to schedule and oversee all rehearsals
- Assist the Production Team in the planning and creation of production designs
- Set-up any rehearsal props and scenery
- Coordinate the acquisition of all necessary production props
- Create and maintain a calling score for all productions
- Coordinate the archival taping of every production; noting if two recordings are necessary i.e. Cast A/Cast B
- Assist with educational and outreach productions as needed
- Record the Director/Choreographer's decisions about blocking and notes for the performers to be included in each rehearsal report
- If possible, mark out the dimensions of the set on the floor of the rehearsal space
- Notify the Production Team of applicable changes made in rehearsals
- Alongside the Tech Director, establish a plan for the stage crew to follow during set changes
- Prepare cast and crew contact lists
- Develop preset lists and running order lists
- Organize backstage storage areas for rehearsals and performances in cooperation with the Tech Director
- Write and distribute rehearsal, production meeting, and performance reports
- Facilitate communication between production staff members and cast members as necessary, i.e. costume fittings, makeup orders, program proofing, etc.
- Monitor performers attendance alerting the Director to any conflicts or unexpected absences
- Organize and supervise special rehearsals for fight calls, dance combinations and special effects

#### Production

- Coordinate the cueing of all productions with the Production Team
- "Call" all company productions

**Post-Production**

- Ensure rehearsal or theatre space has been cleaned up after all rehearsals and productions

**Qualifications**

- Degree in stage management or minimum 3 years experience
- Self-motivated, detail and solution oriented, with dynamic leadership ability
- Ability to lift up to 50lbs, bend, climb stairs, and stand for an extended period of time

**Compensation:**

During our Promo Year the Stage Manager would receive a stipend of \$300 for our main stage production. Upon the launch of GPA into Phase One, this would be increased to \$400 per show.