

Birmingham Children's Theatre

2130 Richard Arrington Jr. Blvd. N.

Birmingham, AL 35203

205.458.8181

VACANCY NOTICE

Posting Date: September 30, 2011

- POSITION:** Stage Manager (Mainstage Touring productions)
- ANTICIPATED START DATE:** October 2011
- CATEGORY:** Production/Tour, Seasonal/Temp (8-month: October-May; 27 weeks)
- SALARY:** \$10,125 (\$375/wk), plus per diem and lodging while on tour
- IMMEDIATE SUPERVISOR:** Director of Touring/Outreach; Production Manager

GENERAL DESCRIPTION:

- The Stage Manager (Mainstage Touring Productions) at Birmingham Children's Theatre is responsible for the planning, management and administration of Mainstage touring productions and stage management. Of BCT's five-show Mainstage Series, two productions each year will tour. The Stage Manager (Mainstage Touring Productions) must be strongly committed to Birmingham Children's Theatre's artistic goals, and must have a strong sense of responsibility and an excellent work ethic.

QUALIFICATIONS:

- Two-three years of stage management experience with professional arts organization **required**;
- Two-three years of touring experience with knowledge of generally accepted industry touring and production procedures, practices, and protocols **required**;
- Ability to read and navigate local and national road maps **required**;
- Working knowledge of sound and lighting equipment and procedures **required**;
- Ability to lift and/or move pieces up to 50-lbs **required**.

ADDITIONAL REQUIREMENTS:

- Penchant for travel;
- Budgetary experience necessary, highly organized, detail-oriented, communicative, and engaged;
- Strong verbal, quantitative, organizational skills;
- Demonstrated ability to serve as successful team participant with passion for children's theatre;
- Detail-oriented self-starter and global thinker, with ability to handle multiple projects at a time, establish goals and work load priorities, and to excel in a fast-paced, deadline-oriented environment, ability to delegate a must;
- Evening and weekend hours may be required (in addition to office hours);
- Approved criminal background check;
- Serves as ambassador for BCT, great with people, cool under pressure, positive attitude.

ESSENTIAL JOB FUNCTIONS:

Rehearsal Responsibilities:

- Oversee daily work schedule: post cast sign in sheets; ensure that each rehearsal and break period starts and ends on time
- Invoke fines for tardiness; In cooperation with Production Manager, give written warning to habitually late actors before invoking the fining system
- Record blocking, script changes, cues in the prompt book; In the case of a new script commissioned by BCT, be prepared to assist the Playwright in the preparation of script publication

- Oversee procurement of rehearsal props and setting of props and set pieces for rehearsals
- Run recorded sound effects and music cues as needed during the course of the rehearsal
- Compile and distribute daily rehearsal reports; Attend weekly production meetings
- Maintain lines of communication between designers, Stage Director, Artistic Director, Production Manager, Tour Director, department heads, and actors
- Fill out accident reports for all accidents and injuries

Technical Rehearsals and In-House Performance Responsibilities:

- Continue to post and monitor sign in sheets for cast and crew
- In cooperation with IATSE light board operator conduct a dimmer and instrument check prior to the first performance each day
- Continue to oversee presetting of props, costume pieces and scenery
- Sweep the stage floor prior to each performance; Mop every other day
- Give actor calls; Collect and distribute valuables; Run sound check prior to house open
- Communicate with House Manager for show GO's; Operate sound, effects and mics
- Compile and maintain a clean prompt book to be kept at theatre in case of emergency
- Proper daily shut down/restore of equipment; Compile and distribute daily performance reports
- Maintain the show within Stage Director's intent, artistic quality, and freshness
- In cooperation with the Tour Director work on tour scheduling and preparations
- Provide a supportive atmosphere for performers; Handle conflicts with cast and crew with the Production Manager/Tour Director
- Coordinate cast participation in special activities including promotional appearances and photo calls as requested

Tour Responsibilities:

- Perform company management duties; Manage show "advance" with all presenters
- Report to Tour Director daily; Submit daily performance reports to Director of Production
- Supervise all load-ins and –outs and oversee any local crew
- Set up and operate the tour sound system as necessary; Call lighting cues during performance
- Act as principal driver and oversee scheduled maintenance of the actor van and tech truck
- Stage Manager must be able to drive the truck; Must maintain a good driving record
- Manage petty cash; Pay for all lodging, fuel, and miscellaneous expenses for the company with a major credit card issued by the Theatre
- Upon arriving at each venue, make contact with the presenter and/or venue contact person before set-up commences
- Conduct rehearsals with the company as needed in order to maintain the integrity of the show and to adapt blocking and scenery into a diverse variety of performance spaces
- At the conclusion of the touring period, the Stage Manager should compile and distribute a contact sheet listing forwarding addresses and contact information for cast and crew members

APPLICATION DEADLINE/PROCEDURE:

1. Position open until filled.
2. Send cover letter, resume, three references, official college transcript(s) from any institution where a certificate or degree was conferred, and applicable portfolio materials/work samples to: Dane Peterson, Director of Education and Production, Birmingham Children's Theatre: dane@bct123.org; or mail to: Attn. Stage Manager (Mainstage Touring productions), P. O. Box 1362, Birmingham, AL 35201. No Phone Calls Please.
3. Individuals selected as finalists will be invited for an interview.
4. Before an offer of employment is made, employment verification(s) will be required from your previous and present employer(s), and candidate must pass a criminal background check.

Birmingham Children's Theatre is an equal opportunity employer committed to a policy to recruit, retain, and promote without regard to race, color, religion, sex, national origin, age, or disability. This commitment extends to all aspects of employment.