

CAPE MAY STAGE STAGE MANAGER JOB LISTING

Cape May Stage seeks a Stage Manager. Located in beautiful, historic Cape May, NJ, the Equity theatre company is currently celebrating both its 20th anniversary and the completion of the major renovation of its theatre, the Robert Shackleton Playhouse. The organization is looking for someone to fill this position starting with the 2009 season. Interested parties should send cover letter, resume, references and salary requirements via email to joe@capemaystage.com.

Since its founding in 1988, Cape May Stage has prided itself on artistic performance excellence, encompassing both traditional and contemporary works. Additionally, over the past decade, emphasis has been placed on the commissioning of at least one new work annually by established and up-and-coming playwrights. As a result of its passion for the highest quality of theatre, Cape May Stage has been the recipient of several prestigious awards at the State and Regional level. Most recently, the New Jersey Theatre Alliance honored Cape May Stage with its coveted 2007 Achievement of Excellence award for extraordinary achievements in programming and theatre renovation. With the organization's 20th anniversary season in progress, along with the recent completion of the renovation of its historic theatre facility, the Equity theatre company has fully established itself as a crown jewel in the permanent fabric of Cape May. Accordingly, it is anticipated that the organization will continue to grow and expand over the next several years. The Stage Manager will play an integral role in the artistic / technical production process supporting this expansion.

The Stage Manager for Cape May Stage assists the director and Artistic Director in the stage production process and is responsible for ensuring that all areas in the production process run smoothly. S/he organizes and co-ordinates rehearsals and performances, liaising with the Artistic Director, director, technical staff and other members of stage management personnel.

Stage manager responsibilities include: ensuring the availability of rehearsal space, coordinating rehearsals, supervising access to the venue, ensuring a safe working environment, and arranging provision and maintenance of props and equipment. The incumbent is also responsible for ensuring the organization maintains adherence to Actors Equity policies and regulations.

DETAILED RESPONSIBILITIES

- Setting up and running rehearsal schedules
- Assisting with the procurement of props, furniture and set dressings
- Arranging costume and wig fittings
- Managing the props

- Compiling and operating prompt copy - also known as the 'prompt script', or 'the book' - noting actors' moves, changes to the set between scene changes, prompting actors and cueing technicians
- Ensuring the company's welfare and maintaining a good working knowledge of all relevant health and safety legislation and good working practice
- Running the backstage and onstage areas during performances
- Liaising with the director, stage personnel and other technical departments
- Calling actors for rehearsals and performances
- During a long run, maintaining and replacing props and costumes as required
- Ensure adherence to Actors' Equity regulations for artists and theatre operations
- Perform light and sound board operations at each performance

EXPERIENCE and REQUIREMENTS

- Prior Equity theatre company employment or comparable experience
- Must be willing to work up to 6 nights per week during peak season (July and August)
- Must be willing to work seasonally under 10 month contract (April thru December)
- Must be Actors' Equity member (or must be willing to enroll in Actors' Equity prior to employment)
- Knowledge of light and sound board operations
- Degree in communications in theatre preferable, but not mandatory
- Excellent communications and interpersonal skills
- Ability to work with various artists, Artistic and Executive Directors, and office staff in fast-paced environment