



100 S. Juniper Street, 3rd Floor Philadelphia, Pa 19109, Shineartsalliance.org, 267-712-9069

Paid Position:

Stage Manager

Start Date-End Date:

Rehearsal will begin: October 3rd

Strike on: December 16^h. Classes will take place on Mondays, Wednesdays and Thursdays at The KIPP West Philadelphia Preparatory Charter School. Schedule is afterschool between 1pm- 6pm. Subject to change for production.

Hours:

8 hours a week

Compensation:

\$25 an hour

Job Description:

Stage Management staff experience productions from first rehearsal/class through final performance. In the process they are exposed to a wide range of duties while working with PMT's team of professionals. Stage management teaching artists are required to attend classes and rehearsals and become an active running crew member during performances, if needed.

Duties will include but are not limited to:

- Assisting students with running lines
- Setting up rehearsal spaces and maintaining the rehearsal environment
- Assisting with normal stage management duties
- Assisting with floor management during the run of the show
- Work closely with both administrative and technical departments
- Opportunity to learn in Scenic, Lighting, Sound and Costume departments
- Help maintain databases, calendars and production records

Day To Day Tasks:

- Assisting Stage manager with paperwork-prop lists, contact sheets, calendar, etc.
- Serving as a member of the run crew (If needed)
- Taking line notes, and being on book for rehearsals

Position is Supervised By:

Artistic Director and Assistant Artistic Director

Desired Skills and Experience:

- Stage-management experience
- Effective communication skills
- Some technical theater experience
- Detail-oriented and organized
- Computer proficiency, specifically in all Microsoft office applications
- Willingness to learn and work as part of a team.
- Some college or +2 years experience

To Apply:

- Please send cover letter and resume to: connect@shineartsalliance.org.



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- Vaccination Card
- Driver's License or State I.D
- Clearances: Child Abuse, Criminal and FBI.

Deadline:

- September 8, 2022