



SEAN DANIELS
THE KASSER FAMILY
ARTISTIC DIRECTOR

GERI WRIGHT
MANAGING DIRECTOR

PO BOX 619
PHOENIX, ARIZONA 85001

PO BOX 1631
TUCSON, ARIZONA 85702

833-ATC-SEAT
ATC.ORG

AEA Stage Manager

Salary: \$1109/week

Reports to Production Manager

Updated August 2022

Arizona's first professional theatre company, **Arizona Theatre Company** is the state's only member of the respected League of Resident Theatres (LORT) – as well as the only LORT theatre nationally that produces shows in two cities, Tucson (at the historic Temple of Music and Art) and Phoenix (at the elegant Herberger Theater Center). ATC maintains offices in both Tucson and Phoenix.

Arizona Theatre Company strongly encourages candidates from underrepresented communities within the industry to apply. We also encourage stage managers of all career levels to apply.

Overview

The AEA Stage Manager will work closely with the Director and Production Manager to ensure the smooth rehearsal, tech, and performance process of each show they are assigned to. The AEA Stage Manager will act as the hub of communication from the Director and actors in rehearsal to the design and production team.

Essential Functions:

- Schedule all rehearsals, fittings, and any other outside calls in accordance with Equity regulations and ATC's Production Protocols, both before and after opening night.
- In coordination with production management, schedule actors, necessary creative team, and necessary crew for designer run, technical rehearsals, performances, and understudy/brush-up rehearsals.
- Assemble and maintain the Prompt Book, which is defined as the accurate playing text and stage business, together with cue sheets, plots, daily records, etc., as are necessary for the actual technical and artistic operation of the production.
- Support the Director as the manager of rehearsals. Work with the Director to create the form that rehearsals and tech will take, within the guidelines of AEA.
- Be the executive instrument on the technical running of each performance.
- Maintain the artistic intentions of the show after opening, including calling correctional rehearsals of the company when necessary and preparation of the Understudies and Replacements.
- Work with the Production Manager and heads of all other departments to communicate production related needs coming out of rehearsals, techs and performances.
- Work with the Company Manager to coordinate the move and orientation of the actors to our space in Phoenix.

Essential Functions:

- Keep such records as are necessary to advise the Producer on matters of attendance, time, health benefits, or other matters relating to the rights of Equity members.
- Maintain regulations as provided in the Equity Constitution, By-Laws and Rules where required, appealable in every case to Equity.
- Serve as a leader of the show's stage management team by providing supervision, guidance, mentorship to other members of the team.
- Take part in all production meetings, tech meetings, and any other show related meeting.
- All other duties as assigned by the Production Manager and in accordance with AEA rules.

Qualifications

- Experience in technical theater and stage management.
- Effective communicator and collaborator with ATC staff, guest artists, and crew.
- Ability to supervise numerous individuals doing multiple projects at the same time.
- Knowledge of best practices and safe working procedures, and able to promote and cultivate a safe and organized work environment both backstage and in the rehearsal hall.
- Attentive to detail, accountable, and skilled in time management.
- Demonstrates problem solving skills.
- Intermediate to advanced knowledge of Microsoft products, including the Office 365 Suite.
- Cultural competency. An understanding and openness to continued learning about Anti-Racism and Anti-Oppression principles and practices, and the ability to interact effectively with people of different cultures and socioeconomic backgrounds.
- Knowledge of AEA collective bargaining agreements.

Physical & Scheduling Requirements

- Must be able to lift and move items weighing 20 pounds.
- Available to work nights and weekends. Workdays could be long and could include long periods of time either sitting or standing.
- A three-week Phoenix residency is required per show.