



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

Stage Management Apprentice

Full-time exempt

Salary: \$480/week

Reports to Production Manager

Tucson based

Updated June 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.

Overview

The Stage Management Apprentice will work closely with the stage management team to ensure a smooth rehearsal and tech process of each show they are assigned to. Their primary focus will be on script maintenance and line notes.

Essential Functions:

- During rehearsals, work with stage management team to track scenic, props, and costumes and communicate any changes or pertinent information to other departments.
- Oversee the safe and efficient setting of show scenic elements and properties backstage for each performance.
- Run a show track which may include work on stage.
- Take part in all production meetings.
- Ensure a smooth transfer of the show to Phoenix, including training of new run crew.
- All other duties as assigned by the Production Manager.

Qualifications

- Experience in technical theater and stage management.
- Effective communicator and collaborator with ATC staff, guest artists and crew.
- Attentive to detail, accountable, and skilled in time management.
- Intermediate to advanced knowledge of Microsoft products, including the Office 365 Suite.

Preferred Skills

- Demonstrated problem solving skills

Physical & Scheduling Requirements

- Must be able to lift and move items weighing 30 pounds.
- Available to work nights and weekends. Work days could be long and could include long periods of time either sitting or standing.
- Short Phoenix residencies required based on production schedules.

HOW TO APPLY: Please send a resume and a cover letter with references to Becky Merold at productionjobs@arizonatheatre.org. Please put "SM Apprentice" in the subject line.