



Position Title: Resident Production Stage Manager Date: 09/13/2021

Division/Dept: Artistic FSLA Status: Non-Exempt

Reports: Executive Artistic Director Classification: 50% FTE
n

Company Mission:

Since 1941, the historic Hillbarn Theatre has served the San Francisco Bay Area by embracing this founding ideal: “To create theatre with the community, for the community.” Hillbarn Theatre produces (minimum of) six (6) MainStage performances, two school year Conservatory productions, and four summer Conservatory productions per season.

Job Summary:

The resident stage manager is responsible for creating a welcoming atmosphere for the creative community and ensures Hillbarn’s productions, both MainStage and Conservatory, are run successfully. The Resident Production Stage Manager is responsible for the supervision of all stage management teams and serves as the Stage Manager on the various productions, both MainStage and Conservatory throughout the season. The Resident Production Stage Manager reports directly to the Director and Production Manager and is responsible for helping to create Production Calendars throughout Season Planning in addition to the hiring, onboarding of all stage management teams, and ensuring that each production is safe, supported, and completed successfully.

The Duties and Responsibilities Stage Manager:

- Attend all rehearsals and performances.
- Create a master calendar of rehearsals, target dates and deadlines, and performances.
- Conduct auditions with the director, including coordinating audition forms and information sheets.
- Handle script distribution and collection.
- Prepare cast and crew contact lists.
- Tape the floor for scenery locations in the theatre (for rehearsals) and spike the scenery onstage in the theatre (for performances). This requires the ability to read a scenic design ground plan.
- Open and prepare theatre or rehearsal space for all rehearsals (includes sweeping and mopping the stage, pre-setting furniture, and props, etc.).
- Clean up after all rehearsals and performances spaces (includes returning props and furniture to storage as needed, backstage custodial duties, etc.). This can include ensuring that all creatives, actors, and staff keep the building tidy and take home all personal items.
- Close and lock the theatre or rehearsal space after all rehearsals and performances, including turning off all lights (except for the ‘ghost light’) and closing and locking all doors.
- Record director’s blocking in production book and assist actors with blocking as needed.
- Take line notes when actors are off book and prompt actors as needed.



- Assist the properties team and coordinate rehearsal props and furniture as necessary. This also includes creating and maintaining a master props list.
- Attend All production meetings and assist the Production Manager in note-taking.
- Develop preset lists and running order lists.
- Organize backstage storage areas for rehearsals and performances in cooperation with the technical director.
- Write and distribute daily rehearsal, production meetings, and performance reports in a timely fashion.
- Facilitate communication between production staff members as necessary for smooth production operations.
- Record all deck cues, lighting cues, sound cues, etc., and standby's in the production book in advance of the first technical rehearsal.
- Facilitate communication between production staff members and cast members as necessary, i.e. costume fittings, makeup orders, program proofing, etc.
- Manage the production call-board, including sign-in sheets, and announcements.
- Monitor actors' attendance and punctuality for all rehearsals and performances and deliver all pre-show time calls.
- Coordinate all scene shift rehearsals, technical, and dress rehearsals in cooperation with the director and other members of the production team.
- Supervise the work (as needed) of technicians, deckhands, and board operators.
- Organize and supervise special rehearsals for fight calls, dance combinations, and special effects.
- Call all cues during the run of the show including light, sound, and deck cues.

Qualifications:

- Bachelor's in management or equivalent area of study (highly desired, but not required)
- 3-5 years of experience in a theatre setting as a Stage Manager
- Excellent communication skills, both written and verbal
- Friendly and energetic personality
- Ability to work under pressure
- Organized and excellent in planning and execution
- Problem-solving skills
- Conflict-resolution skills
- Self-starter requiring minimum supervision
- Highly proactive
- Analytical mind
- Detail-oriented
- Dedicated to personal development and growth

Physical Requirements:

An employee in this position will be required to lift, push, or pull up to 50 pounds.

Special Job Requirements:

- *Evenings and weekend work will apply.*
- *Must be able to work within a shared office/shop environment where organizational skills are paramount.*



Hillbarn Theatre is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please submit your cover letter and resume to jobs@hillbarntheatre.org