



Date: May 15, 2019

Title: Stage Manager

Position: Part Time Employee

Reports to: Artistic Assistant

Requirements: Must be well organized and flexible to accommodate the changing needs of the Artistic Director, Artistic Assistant and Musicians.

Fee: Hourly

Function: Act as liaison between Artistic Director, Artistic Assistant and Musicians; serve as a resource for musicians to get them what they need to do their job.

Principal Duties and Responsibilities

1. Attend all Cape Symphony services including off-site services. (some exceptions may be granted)
2. Set-up/strike rehearsal space including acoustic shell.
3. Schedule and hire crew as necessary/submit timesheets to Artistic Assistant
4. Attend all production meetings.
5. Produce plots.
6. Coordinate load-in/load- out and staff crew accordingly including sound & lighting contractors and piano deliveries.
7. Ensure the cleanliness organization of the stage and backstage areas including removing any leftover spikes, etc. from previous productions. Ensure that the stage is painted and if it needs repainting coordinate with BPAC drama department to have it repainted.
8. Dress the stage (if you can't hide it, dress it!) Ensure that any equipment that needs to be on stage looks good from an audience point of view.
9. Serve as main contact for the facilities including booking the space, working with BPAC custodians, etc.
10. Keep detailed notes about each rehearsal including entrances, exits, necessary props, lighting cues, AV cues, etc.
11. Post program order in necessary places to be accessible to all performers (dressing rooms, check in table, backstage, etc.)
12. Create a top to bottom running order which includes cues, props, and assignments of duties for crew. Make sure this includes timing. Record estimated timing at rehearsals (when possible) and accurate timing of each concert (add this as it is happening.) Distribute to tech crew and Artistic Director.
13. Insure that all needs of the Guest Artist per the Rider as it pertains to front & back stage are met.
14. If anything needs to be fixed, fix it! You never know what will come up during a concert and we must all be flexible team players and do whatever it takes for the concert to run smoothly.
15. Resolve problems before they have a chance to start. Be responsive to Artistic Director, Artistic Assistant and Musicians.
16. Call the show.
 - Give ½ hour, 15 minutes and places calls.
 - Open the House.
 - Ensure that lobby lights are flashed at appropriate times.

- Ensure timely entrances of performers.
- Hold the curtain for all entrances and exits of all performers.
- Ensure that the lighting and sound cues are acted upon at the right time by issuing verbal standby and go calls via com.
- Lower and raise the screen when necessary.

17. Alert the conductor if a concert is at risk of going over time
18. During all services, remain accessible to Artistic Director, Artistic Assistant and musicians.
19. Notify Artistic Assistant of any problems or issues that require management's attention.
20. Schedule crew and coordinate and supervise strike.
21. Maintain and organize the "closet" containing Cape Symphony equipment.
22. Possess the ability to maintain a strong focus on the immediate details while keeping an overall perspective.
23. Most importantly, REMAIN CALM. If the Stage Manager is calm and the Musicians know they can count on him/her to keep everything in order, the musicians will be calm.

Administrative Duties

1. Support all matters handled by Director of Concert Operations to support the growth of the Cape Symphony.
2. Create plots, schedule crew, organize production meetings, etc.
3. Assist with special events.
4. Create and distribute facilities sheets prior to each concert series.
5. Book dates/rooms etc. with the Barnstable Performing Arts Center facilities staff.
6. Investigate and coordinate and propose for approval any new equipment purchases (i.e. chairs, stands, lights, etc.)
7. Design and recommend staging elements to Artistic Director.