

San Diego Repertory Theatre



POSITION TITLE: AEA Stage Manager – The Great Khan
FLSA STATUS: Weekly Salary/ AEA LORT D RATES
REPORTS TO: Production Manager
DEPARTMENT: Production

ORGANIZATION:

San Diego Repertory Theatre (The REP) produces intimate, provocative, inclusive theatre. We promote an interconnected community through vivid works that nourish progressive political and social values and celebrate the multiple voices of our region. We are committed to diversity both on-stage and among our staff and invite interested applicants to review our EDI statement, posted on our web site. We encourage applications from marginalized communities including black, indigenous, people of color, LGBTQIA+, women, neurodiverse, and people with disabilities.

Position Summary

The AEA Stage Manager manages the rehearsal and performance process within the rules set by. This position is a member of the production team dedicated to making the production run smoothly and efficiently within the resources provided.

IMPORTANT DATES

Prep Begins : 1/27/2022
Rehearsals Begin: 2/3/2022
Tech Begins: 2/24/2022
First Preview: 3/3/2022
Opening: 3/9/2022
Closing: 3/27/2022

ROLES AND RESPONSIBILITIES

- Manage rehearsals and call performances within guidelines of the CBA between LORT and AEA and working within the systems of Portland Stage.
- Work with the Production Manager and Director to create rehearsal schedules the production and ensure that all elements are rehearsed prior to and during technical rehearsals.
- Manage the transition of all show elements from the rehearsal room to the mainstage.
- Work with the Marketing Department to schedule photo shoots, filming, and other marketing related needs.

- Supervise the production crew in production duties during Rehearsal, Technical Rehearsals, Previews, and Performances, as needed.
- Maintain communication with and between all production departments and guest artists.
- Create and maintain a prompt book and calling script for each production that is the hub of all information and kept in a secure and accessible location.
- Maintain a clean, safe, and organized working environment.
- Participate in “Full Company” projects, work calls, meetings and events as required.

EXPERIENCE, KNOWLEDGE, and SKILLS

- Experience in working with people and management of crews.
- Experience in maintaining a prompt book and calling performances.
- Experience communicating between departments and managing meetings.
- Ability to read and interpret ground plans and design drawings.
- Attention to detail, sense of timing, and accuracy of work.
- Optimism, sense of humor, creativity, problem solving abilities, and the ability to work under time constraints with artistic people and interns as well as working on projects alone.
- Team player with outstanding problem-solving abilities, time management skills, diplomacy, and communication.
- Experience working on straight plays and plays with music is preferred. Experience working on musicals is a plus.
- Must be a member of Actors Equity Association.

Physical Requirements:

- Mobility: ability to stand, bend, reach, carry, climb stairs.
- Safely lifting loads of 50 pounds by oneself.
- Visual acuity to distinguish color, texture and patterns.
- Audio acuity to call shows based on changes in music and sounds.

EDUCATION

3-5 years of related training/experience in Stage Management for AEA Productions.

COMPENSATION

This is a full time exempt position on a AEA contract and will be paid at the LORT D rate.

TO APPLY

Please email your resume, cover letter, and salary requirements: csmith@sdrep.org and tell us why you are the ideal candidate for this specific job.

The REP is an Equal Opportunity Employer (EOE) and will not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender identity, genetic information, sex or sexual orientation, or any other protected category in its hiring and employment practices, or in any other aspect of the employment relationship.