TheWesternStage

Stage Manager

The Western Stage (TWS) is a theatre program in residence at Hartnell Community College in Salinas, CA. We produce 6 shows annually between April/May and November/December each year. We are not a union theatre, but we do engage professional guest artists including AEA actors who work beside community and student talent. We best serve the next generation of theatre artists, especially folx who are seeking CV building opportunities. We work to mirror the rich diversity of theatre artists that enrich our profession and we encourage applicants of all ethnicities, gender identities, and ages, as well as with disabilities, to submit their interest & application.

**As TWS strives to broaden its reach into the diverse communities in Monterey County, all departments will also diversify its members so our teams reflect the audiences we are working to attract and welcome, many of whom will have a first experience of theatre/live performance at Western Stage.*

Engagement is either as a Stage Management pre-professional Intern or as a seasonal Hartnell College Professional Expert (6+ professional resume) and is supervised directly by show director/ TWS' Production/Artistic Staff assigned to individual shows, and generally by TWS' Managing Artistic Director.

Position Overview:

Stage Managers are considered the "air-traffic controllers" of the theater and are at the center of all production communication that ensures that a show moves from first rehearsal through production to performances in the most efficient and professional manner possible. Stage Managers coordinate the activities on stage and backstage in addition to the technical aspects such as lighting, sound, props and scenery. They collaborate with the show director, and head a team of tech crew and other specialists to create a professional, calm, and collegial environment in order to present theatrical performances in accordance to TWS standards of decorum and production.

Principal Duties and Responsibilities:

Rehearsal

Stage Managers schedule and run rehearsals according to the Directing Team's weekly objectives to maintain effective use of time and to create actor calls in consideration of travel distance, time used in individual rehearsals and to ensure that actors called are in the material being worked.

Rehearsal duties include but are not limited to:

- Mark out floor plan
- Record blocking, SFX cues, and notes
- Communicate the director's wishes to designers and stage crew in person and by recording specific details in daily rehearsal reports and later, in accurate performance reports.
- Create an accurate prompt book that will be used for performances in such a manner that in an emergency, any SM would be able to call the show with minimum guidance.

- Ensure that the weekly rehearsal calls are posted **every Sunday**. This may require the SM to create from a dump list created by the Directing Team OR transferring the Directing Team's schedule into the template. Sometimes an SM will need to prompt the team early enough to meet the deadline of a Sunday posting to cast, crew and artistic team **by Sunday.**

In Tech & Performance

SMs maintain a highly efficient environment for all artists by ensuring that everyone knows what is going on at all times and where the process is and what comes next. This requires a high level of patience and attention by all present and a consistent and predictable manner of communication by the SM. Once a show has opened, the stage manager is in charge of overseeing the integrity of the performance as created by the director and designers.

SM duties during performance includes:

- Pre-performance technical and safety checks & repairs
- Facilitate schedule for actor prep, warm ups and disseminating notes
- Make consistent time calls so cast is prepped, ready and in places
- Call all cues in an ever-improving manner so the show continues to tighten and deepen, but never veer far from the intentions of the directing and design teams.
- Write up and send accurate Performance Reports **after each performance**, especially if any kind of repair (scenic, prop, costume) or difficulty (sound, lights) needs attention for the following performance. ***In the event a repair is necessary for safety, also email the appropriate department head so they have an opportunity to come in with sufficient time to assess and repair.***
    - Reports should include any mistakes and the remedy being used.

Work Experience/Knowledge/Skill:

- High level of organization, attention to detail, and ability to follow-through completely and meet deadlines.
- Must follow all of TWS and Hartnell College Covid-19 protocols (LINK).
- Prior experience supporting live performance, stage management, production/event management with the ability to demonstrate competencies necessary to perform the job of Stage Manager.
- Demonstrated competencies working with developing or new theatre students & community volunteers.
- High level of organization and excellent logistical skills
- Ability to act as a central hub for accurate and calm information disbursement both verbally and in written form.
- Ability to lead tech crew and manage cast under pressure.
- Basic understanding of theater production elements (lighting, sound, set construction).
- Willingness to be the "first to arrive and last to leave".

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Physical Environment:

- TWS resides in a performing arts venue that was built in 1974. While the renovated Center for Performing Arts/Building K is generally accessible, the Makeup & Hair Room, Wardrobe, Green Room and Theaters were not renovated and are accessed through narrow doorways and have very narrow space between stations/counters. The distance between house seats and the stage is accessed by stairs in both theaters.
- The flooring in the performing arts venue is a combination of linoleum, tile, wood and cement; the surfaces of the two stages are painted masonite and may be uneven.
- The HVAC system was updated when the building was renovated in 2023, but the temperature inside is centrally controlled/timed by the college and can fluctuate.
- Because of the close proximity between the mirrored makeup stations, the sound level in the makeup room may become loud and sometimes very warm.
- Because of the nature of theatre production, the sound level in rehearsals and performances may become loud and there may be flashing lights and stage fog/haze.
- Lighting in most rooms in the building are overhead fluorescent fixtures.
- Backstage areas are dark and dimly illuminated.
- Prop stock, supplies & materials may weigh up to 35 pounds and may be stored in overhead bins/shelves that require ladders to access.
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Schedule and Compensation:

Because TWS' acting company is made up of seasonal Theatre professionals, students and community members, our general rehearsal schedule is Tu-Fr 6:00-10:00 pm, Sa & Su 12:00-4:00p and 6:00-10:00p., with **SM team & crew arriving approx. 30 minutes earlier/leaving later to set up/strike rehearsal/performance spaces as necessary**.

Costume and Scene Shop schedules are weekday days M-F, 9:00/9:30a - 4:20/5:00p.

SM availability would be a combination of days/evenings weekends to accommodate communication with production staff and rehearsal schedules. Production meetings are hybrid Zoom/in-person until Tech Week.

Tech Weeks begin the Friday before Opening and generally are 9 rehearsals with doubles on Tech Saturday and Sunday. Mondays are dark for actors/rehearsals.

Non-musical shows generally have 5 weeks of rehearsals and Musicals generally have 6. Productions have four weekends of performances with musicals having 8 performances on Sa/Su, and non-musicals having 10 performances running F/Sa/Su - occasionally Th as well.

Compensation is based **on training, *previous professional experience* and complexity of the production:**

STUDIO NON-MUSICALS: $1800 - $3000
MAINSTAGE MUSICALS: $3000 - $4200
* Studio Theatre productions in general tend to be productions with less complexity, fewer cast members, and lighter rehearsal periods.

Application Process:

May apply for the full season or individual productions. Please send a resume and examples of your work or a portfolio Production@hartnell.edu . Please indicate the show(s) you are interested in and available for. No phone calls, please.

Interviews will be over Zoom. Reference Check required. Open until filled. For more information on The Western Stage, please visit our website at www.westernstage.com