

K2K PRODUCTIONS – STAGE MANAGER

The stage manager oversees the installation, movement and strike of all scenic pieces and props associated to the performance. They oversee the coordination and training of Assistant Stage Managers to accomplish this goal.

ROLE DESCRIPTION & SKILLS

- Documents stage notes and cues given by Director's during rehearsals
- Maintain a positive attitude and presentation in keeping with the Brand, at all times
- Provides support to students when they are seeking direction, or clarity of entrances, exits or blocking
- Assists Directors and Choreographer with schedule and alerting them of time scheduled / remaining
- Provides review of Cast Lists and Rehearsal Schedules, as needed
- Maintains log of rehearsal activity, script changes and official performances
- Support the Assistant Stage Managers (tech crew, when needed) in learning their roles, movement of sets, props and students
- Oversees the organization and installation of set pieces prior to performances
- Oversees the preparation of the stage prior each Dress Rehearsals and Performances (sets, glow tape, backstage lighting, sweeping floor, clearing garbage / recycling)
- Oversees ASM's in setting up props and other items for production (replenishing consumable props, or seeking repairs, when needed)
- Provides stage directions and cues to actors during rehearsals, as necessary and indicated by Directors
- Instructs ASM's in the execution of all stage and prop movement during rehearsals and performances
- Instructs lighting and technical support team on the timing and execution of aesthetic or special effects
- Ensures tech booth is clear of any students, food and drinks (only water in booth), unless staff indicate differently

BENEFITS

- Making a difference in young people's lives by supporting them in their theatre production
- Working with a large team of volunteers who are exploring their gifts and desire to serve
- Working with volunteers who share the similar vision and purpose
- Gain experience in organizing, managing, and coordinating team members and communication skills

