

Stage Manager

Company: New Views Theatre

Location: Lexington, VA

Position: Stage Manager

Production: *Appropriate* by Brandon Jacobs-Jenkins

Rehearsal Period: March 30 – April 24, 2026

Performance Dates: April 25-26 and May 1-3, 2026 (5 performances)

Time Commitment: At least 30 hours/week

Compensation: \$350/week for 6 weeks

About the Production

New Views Theatre seeks a reliable and organized **Stage Manager** for our upcoming production of **APPROPRIATE** at the black-box Johnson Theatre in the Lenfest Center for the Arts at Washington and Lee University (100 Glasgow Street, Lexington, VA 24450). The Stage Manager is a key member of the creative and production team, responsible for ensuring the rehearsals and performances run smoothly and professionally.

Responsibilities

- Attend and facilitate all rehearsals, tech, and performances
- Create and maintain detailed rehearsal reports, production paperwork, and run sheets
- Communicate clearly with the director, cast, designers, and crew
- Call cues during tech and performances
- Maintain the artistic integrity and safety of the production post-opening
- Coordinate daily call times, breaks, and sign-in sheets
- Supervise backstage during performances and manage crew

Qualifications

- At least 3 years prior stage management experience (this can be inclusive of time spent in college)
- Strong organizational and communication skills
- Familiarity with creating prompt books and calling cues
- Ability to maintain a calm and efficient presence under pressure
- Proficiency with Google Drive and Excel a plus

To Apply

Please submit the following to **william@newviewstheatre.org** by **November 22, 2025**:

- Resume (PDF)
- Brief cover letter
- Two references

New Views Theatre is committed to diversity, equity, and inclusion. All qualified people are encouraged to apply.