

Discovery Theater Stage Manager / Board Op Various Contract Positions



POSITION OVERVIEW. Handles artist relations/company management, stage management duties during rehearsal process, and acts as sound & light board operator on show days. Reports to Performing Arts Program Manager and supervised daily by Discovery Theater full-time staff.

Pay: Stipend based on project

Time Commitment:

- Varies based on project. This is NOT a full-time position; incumbent will be contracted on a project-by-project basis
- Other hourly work may be available to run AV for Smithsonian Associates programs, if desired
- If hired as Rehearsal Stage Manager, rehearsals are normally weekdays between the hours of 9am and 5pm
- If hired as Stage Manager/Technician to run in-house shows, performances are weekdays between 8am-2pm
- If hired as Stage Manager for in-gallery shows, performances are on weekends between 10am-4pm
- Rehearsal & Performance Schedules will be provided upon offer
- During rehearsal process, incumbent will be expected to maintain email communication when not onsite

Requirements:

- Must pass a federal background check prior to starting work and complete all mandatory Smithsonian training
- Bachelor's Degree in Theater preferred; at least 2 years' experience working in technical theater
- Experience Stage Managing during both the rehearsal process and the run of show
- Knowledge of both lights and sound; ability to run both during a performance (live mixing, troubleshoot, etc); ability to be proactive and a self-starter
- Must be able to lift heavy equipment (up to 50 lbs)
- Experience working with children; knowledge of Microsoft Office; ETC lighting console, and QLab software a plus

Duties:

- Arrive before actor call; unlock space; setup theater; communicate directly with any actors who may be late
- Attend all production meetings and take notes; write daily rehearsal and performance reports; as well as communicate with Director and Actors about arrivals, breaks and dismissal. Keep blocking notes for production and run review rehearsals with Director's instruction
- Update props and costume lists; communicate all production needs to Production Manager
- May be asked to meet artist in loading dock; assist with getting through security and loaded into theater; direct artist to parking; conduct sound check 1 hour prior to House Open
- On performance days: communicate with house manager & give actors appropriate calls and places; may also be needed to assist seating audience or ushering; and run sound and lights during performance
- After performances: assist with load-out and strike if needed; lock space; submit performance report and check out with Discovery Theater Staff
- Ensure safe handling of all Discovery Theater items, including laptops, sound/light equipment, as well as props, costumes and set pieces
- If applicable: responsible for the cautious operation and maintenance of the Smithsonian Institution 15-passenger van to off-site venues and storage facilities if so tasked; abide by all traffic laws while operating the Smithsonian van; any violation of these laws may result in personal financial liability and termination of position; any unauthorized usage including travel and unauthorized passengers may also result in termination; any traffic violations/tickets incurred while driving the vehicle are the responsibility of the driver, not Discovery Theater
- Represent the Smithsonian Institution, Smithsonian Associates, and Discovery Theater with a professional demeanor including appropriate clothing and respectable language, especially when at performances

If interested, please email resume and references to Info@DiscoveryTheater.org.