

## Discovery Theater Touring Stage Manager Various Contract Positions



**POSITION OVERVIEW.** Handles artist relations/company management, stage management duties during local tour, and acts as sound technician on show days. Coordinates with Discovery Theater, Booking Agent, and venues to confirm details of touring schedule. 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 and incumbent will be contracted on a project-by-project basis. Most shows rehearse for 2-3 weeks and tour locally for 1-2 weeks.
- Other hourly work may be available to run AV for Smithsonian Associates programs, if desired
- All touring locations will be located within the DMV or else accommodations will be provided
- Ability to serve as both Stage Manager & Touring Stage Manager for a production is preferred
- General tour dates will be provided upon offer; specific dates/times/venues are released one week prior to tour starting
- 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
- Must have Driver's License and be able to drive a 15-passenger van
- 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 a 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:

- Arrange pick-up times and locations for Tour and send daily schedules to actors
- Run sound and other touring equipment during technical rehearsals and at performance venues, assist and direct load in, set up and strike of all properties, costume and set pieces. Create and maintain promptbook for the show with SFX cues and general blocking notes.
- Ensure safe handling of all Discovery Theater items; including laptop, sound equipment, and show props, costumes and set pieces while on tour
- Type up and distribute daily rehearsal and performance reports to staff
- Responsible for the cautious operation and maintenance of the Smithsonian Institution 15-passenger van to off-site venues and storage facilities if so tasked (includes checking van registration and insurance prior to touring and maintaining cleanliness)
- Confirm performances at all venues no less than one week prior to the performance date, and again no less than 24 hours if inclement weather is predicted. Responsible for monitoring for weather delays and closures and should inform actors, and Discovery Theater Staff of any decisions made regarding cancellations due to weather.
- Distribute Discovery Theater brochures and other applicable materials at venues upon request
- Represent the Smithsonian Institution, Smithsonian Associates, and Discovery Theater with a professional demeanor including appropriate clothing and respectable language, especially when at performance venues

**If interested, please email resume to [Info@DiscoveryTheater.org](mailto:Info@DiscoveryTheater.org).**