



Summer Camp Stage Manager Job Description

Updated 3-2024

As a Stage Manager at Perry-Mansfield School and Camp in Steamboat Springs, CO, you will stage manage multiple theatre/dance shows in 2 spaces. You will attend 2-3 rehearsals daily, six days a week, and weekly production meetings.

Previous experience as Stage Manager and supervising run crew required. Must have the ability to be flexible and have strong communication skills. Specific responsibilities are listed below. Qualified stage managers will be able to teach in the summer production program.

Responsibilities

- Attending all required rehearsals
- Record blocking,
- Creating show props lists
- Finding rehearsal props
- Creating sound lists
- Creating run sheets
- Creating and submitting daily rehearsal reports
- Running tech rehearsals
- Pre-show set-up
- Calling shows
- Leading post-show clean up
- Other duties as assigned

Qualifications

- Previous experience as a Stage Manager
- Experience supervising run crew.
- Ability to be flexible
- Strong communication skills

Physical Requirements

- Must be able to stand for long periods.
- Must be able to walk for long periods.
- Must be able to lift and carry a minimum of 50 pounds.
- Must be able to bend, stretch, and reach for extended periods.

Hours

The hours will vary during camp dependent on show schedule. Late nights and weekends will be required.

Compensation

This seasonal position runs from May 26 – August 18 (starting and end dates are flexible.) Compensation is \$800 - \$1,000 per week DOE. Room and board are available for this position.

Application Instructions

Please complete an employment application. Forms are available on our website. Applications are accepted on a rolling basis until all positions are filled. You may also email a resume, cover letter, and three references to jhaines@perry-mansfield.org.

Perry-Mansfield is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment regardless of race, color, religion, sex, national origin, disability, or protected veteran status. Must be able to successfully pass a comprehensive background check.