



## Stage Managers (NYC, FL, MO, and CA)

TheaterWorksUSA (TWUSA) is always seeking experienced stage managers for our touring seasons. Since 1961 we have been a trailblazer in the not-for-profit theater industry with our repertoire of 141 literature—and history-based plays and musicals playing a leading role in the rise of theater for young audiences as an art form. We are proud to say that 100 million children, educators, and families have joined us at the theater to enjoy titles ranging from classics like CHARLOTTE'S WEB and FREEDOM TRAIN to contemporary favorites like DOG MAN: THE MUSICAL and THE LIGHTNING THIEF: THE PERCY JACKSON MUSICAL.

**THIS IS A TOURING PRODUCTION. ACTORS AND SM DRIVE THEMSELVES BY COMPANY CAR & VAN TO THEATERS AND SCHOOLS. FULL COMPANY PARTICIPATES IN LOAD IN AND LOAD OUT EVERY DAY. COMPANY IS GENERALLY IN A DIFFERENT CITY EACH DAY.**

### Touring Stage Managers

Operating under the Actors' Equity TWUSA Contract, our stage managers function as the main contact and liaison while out on the road for our office and various venues. Stage managers are responsible for all technical elements, advancing, and logistics for the production. Full touring company includes the SM and 4-8 Actor/ASMs. Productions do not have a dedicated, non-acting ASM during rehearsals or performances.

### Approximate Contractual Dates & Location:

#### Fall Season

- Rehearsals start Late August and September
- Opening October
- Closing approximately mid-December

#### Spring Season

- Rehearsals start Late December and January
- Opening Late January and February
- Closing approximately mid-June
- We have positions based in Orlando, FL; St. Louis, MO; Los Angeles, CA; and NYC, NY and under AEA contract requires local housing in the Orlando, St. Louis, Los Angeles, or NYC area. It operates on a weekly AEA contract with housing provided in accordance with the AEA-TWUSA agreement when sleeping away from the hiring hub area.
- Tours can return to the Orlando, FL; St. Louis, MO; Los Angeles, CA; and NYC, NY area throughout the contractual dates and housing will not be provided when tour returns to the greater Orlando, St. Louis, Los Angeles, or NYC area
- Tour experience is preferred but not required.

### Compensation:



- AEA-TWUSA Agreement
- AEA minimum \$638/week

**Duties include but are not limited to:**

- Traditional Stage Management duties as outlined in the AEA-TWUSA agreement
- Scheduling the daily calls based on the itinerary supplied
- Contacting venues to advance each scheduled performance
- Reporting to the office daily
- Maintaining all Actors' Equity TWUSA Contract rules and reporting overtime
- Operating the sound and mixing each performance, calling light cues
- Submit and code credit card, debit card, and petty cash receipts via online portal
- Managing the hotel check in, check out, and any hotel issues that arise onsite.
- Other duties as assigned

**A successful candidate will be:**

- Committed to an equitable and inclusive community
- A collaborative team member, empathetic listener, and solution-oriented problem solver.
- Committed to open and honest communication and in possession of strong emotional intelligence; able to communicate through oral, written, and interpersonal means to build positive working relationships and influence outcomes in a constructive and professional manner
- Able to coordinate a variety of competing tasks simultaneously with strong attention to detail.
- Knowledge, interest, and passion for theater for young and family audiences.
- Proficiency in the Microsoft Word and Excel. Knowledge of QLab and Microsoft Teams is a plus.

**Application and Instructions:**

- Please submit a resume and a statement that includes what excites you about this position and include your approach to equity, diversity, and inclusion. EDI is an important part of TWUSA's mission, and we ask you to share the ways you imagine bringing a commitment to EDI to your work. No "cover letters" necessary. While we ask that resumes be submitted in written PDF form, we invite applicants to submit their statement via a written statement, audio, or video recording - whatever form best suits your self-expression.
- Please submit your application with the subject line "Stage Manager- Location (NYC, St. Louis, Orlando, etc)" [jobs@twusa.org](mailto:jobs@twusa.org) and please denote whether you are interested in the in-development positions, touring positions. Applications will be reviewed on a rolling basis until all positions are filled.

TheaterWorksUSA serves a diverse, nationwide audience and strives to build a staff, board, and programming that reflects the diversity of our audience. We strongly encourage candidates from communities that have been historically underrepresented to apply.



TheaterWorksUSA is committed to creating a diverse and inclusive environment and is proud to be an equal employment opportunity employer. TheaterWorksUSA will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability including gender dysphoria and similar gender-related conditions, gender (including pregnancy), veteran or military status, actual or perceived sexual orientation, gender identity or expression (including status as a transgender individual), predisposing genetic characteristics, genetic information, marital status familial status, domestic violence victim status, or any other legally recognized protected basis under federal, state, or local laws.

TheaterWorksUSA complies with applicable disability laws and makes reasonable accommodations for qualified applicants and employees with disabilities. If reasonable accommodations are needed to participate in the job application or interview process or to perform essential job functions, please contact us.