

Stage Manager – New York

Summary

TheaterWorksUSA (TWUSA) is seeking experienced NYC-based stage managers. 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. All members of the production, including actors and stage managers, are responsible for driving themselves in company-provided cars and vans to theaters and schools. The entire company participates in load-in and load-out each day, and the production typically moves to a different city daily.

Compensation and Location:

- AEA TheaterWorksUSA Agreement, \$725/week.
- This position is based in NYC and requires local housing in the NYC area. It operates under a weekly AEA contract with housing provided in accordance with AEA rules when traveling outside the NYC area. Tour experience is preferred but not required.

Touring Stage Managers

Operating under the Actors' Equity TWUSA Contract, our stage managers serve as the primary contact and liaison while on the road, ensuring clear communication between our office and various venues. Stage managers are responsible for overseeing all technical elements, advancing, and logistics for productions, which may include 5 to 6 performers/ASMs.

Key Responsibilities:

- Perform traditional stage management duties as outlined in the AEA-TWUSA agreement.
- Schedule daily calls based on the provided itinerary.
- Contact venues to advance each scheduled performance.
- Report to the office daily.
- Ensure compliance with all Actors' Equity TWUSA Contract rules and report any overtime.
- Operate sound, mix each performance, and call light cues.
- Submit and code credit card, debit card, and petty cash receipts via an online portal.
- Manage hotel check-ins, check-outs, and address any onsite hotel issues.
- Perform other duties as assigned.

Ideal Candidate Attributes:

- A commitment to fostering an equitable and inclusive community.
- A collaborative team member, empathetic listener, and solution-oriented problem solver.
- Strong emotional intelligence, emphasizing open and honest communication, builds positive working relationships through various methods.
- Ability to manage multiple tasks simultaneously with strong attention to detail.
- A passion for theater for young and family audiences.

- Proficiency in Microsoft Word and Excel, with knowledge of QLab and Microsoft Teams being a plus.

Commitment to Diversity:

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

TheaterWorksUSA is dedicated to creating a diverse and inclusive environment and is proud to be an equal employment opportunity employer. We do not discriminate against applicants or employees based on race, color, religion, creed, national origin, ancestry, sex, age, physical or mental disability (including gender dysphoria and related conditions), gender (including pregnancy), veteran or military status, sexual orientation, gender identity or expression (including transgender status), genetic characteristics, marital status, familial status, domestic violence victim status, or any other legally recognized protected basis under federal, state, or local laws.

Application Instructions:

Please submit a resume and a statement detailing what excites you about this position and your approach to equity, diversity, and inclusion. DEI is integral to TWUSA's mission, and we invite you to share how you will bring a commitment to DEI to your work. No "cover letters" are necessary. Resumes should be submitted in PDF format. We welcome applicants to submit their statement in the form that best suits their self-expression—whether written, audio, or video.

Submit your application with the subject line "Stage Manager" to jobs@twusa.org. Please indicate whether you are interested in the in-development or touring positions. Applications will be reviewed on a rolling basis until all positions are filled.