



## **Patel Conservatory Theater Production Team – Stage Manager**

**\*\* This is an Independent Contractor position \*\***

### **Essential Functions:**

- Fulfill essential functions of a production stage manager from building schedules, communicating with parents, notating blocking, acting as a liaison to technical production team members, running production meetings, ensuring safety, and calling the show.
- Passion for working within an educational setting with students of varying ages.
- Collaborate with the Director to ensure rehearsal and production tasks remain on track.
- Collaborate with the Technical Director on deliverables in line with budget and space requirements.

### **Minimum Qualifications:**

- Thorough understanding of creating theatre in both an educational and professional environment and with varying age groups.
- Extensive knowledge of musical and non-musical theater repertoire.
- Effective communication skills.
- Collaborative and creative mindset.

### **Education and Work Experience:**

- 3-5 years' experience as a theatrical stage manager, both professionally and educationally.
- Bachelor's Degree in Production, Theater, or related field preferred.