

## Position Description

<b>Job Title:</b>	<b>Stage Management Intern</b>		
<b>Reports to:</b>	Production Stage Manager	Full Time	
<b>Supervisory Responsibilities:</b>	No	<b>FLSA Status:</b>	Exempt

### Position Summary

The Kalamazoo Civic Theatre is seeking a skilled Stage Management Intern to join its production team. A successful candidate will have comprehensive knowledge of stage management, be a self-starter with exceptional organizational skills and possess the ability to interact with diverse audiences, including guest artists, staff, and volunteers in a professional and confidential manner in a fast-paced work environment.

### Essential Functions:

- Stage Manage up to six (6) productions per season, which includes: attending production meetings, auditions, rehearsals, and calling the show. Productions may include special events and rentals as well as regularly scheduled events and productions.
- Assist volunteer stage managers with paperwork such as blocking notation, props lists, cue lists, callboards, writing cues in book, etc.
- Act as the liaison between volunteer stage managers and the production team through regular reports to Production Stage Manager
- Attend all production meetings and maintain minutes for those meetings
- Perform clerical duties, including, but not limited to, entering audition information in database; assisting with the upkeep of the Master Calendar; copying and distributing rehearsal and show reports to appropriate staff members, and maintaining script/score library
- Train Civic Youth Theatre student stage managers through one-on-one training sessions and supervise them during rehearsals
- Perform related duties as assigned by supervisor

### Qualifications and Skill Requirements

- BA in Theatre, preferably theatre management, or any equivalent combination of experience and/or training
- Comprehensive knowledge of stage management, from rehearsal process through production
  - Prior practical stage management experience is a plus
- More than basic knowledge of all aspects of theatre, including design, construction, house management and box office
- Exceptional organizational skills and the ability to work independently as well as the ability to supervise and train volunteers with little or no prior experience, including youth
- Must possess the ability to interact with diverse audiences, including guest artists, staff, and volunteers (youth and adults) in a professional and confidential manner

### Physical Requirements:

- Must be able to lift 25lbs
- The physical ability to travel between the various CIVIC building locations is required
- Reasonable accommodations will be made to enable individuals to perform essential functions

**The Kalamazoo Civic Theatre is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive work environment that inspires all individuals and provides a work environment free of discrimination and harassment.**