



Flat Rock Playhouse, the State Theatre of North Carolina, enriches lives through the art of theatre by nurturing talent, inspiring creativity, and encouraging growth.

Founded in 1952 as the Vagabond School of the Drama by the Vagabond Players, this mission builds on the Vagabond legacy of excellence in production, education, life-long learning, and a unique family bond that extends to its community of patrons, supporters, and partners – the Vagabond family spirit.

Flat Rock Playhouse is a 501(c) (3) non-profit charitable organization.

JOB DESCRIPTION

Job Title: Non-Equity Stage Manager for *Flat Rock Playhouse Christmas*

Salary & Benefits: \$18.00 per hour (plus overtime after 40 hours)

Housing Provided

Department: Production

Reports to (Position): Production Manager

Dates of Employment: November 10 - December 21, 2025

Prep: 11/10 - 11/15

1st Rehearsal: 11/16

Tech Begins: ~11/22

Opening: 11/28

Closing: 12/21

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Tape floor and pre plan for production.
- Run Rehearsals.
- Send out rehearsal and performance reports and daily calls.
- Call the show from the front of the house cueing all sound and lighting cues on assigned productions
- Communicate with the backstage crew using a clear com system and a cue light system.
- Oversee the backstage crew and complete run crew duties as necessary.
- Maintain a safe working environment.
- Complete required parking shifts during show runs along with other staff as assigned by management
- Other industry standard stage management duties and responsibilities.

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor's Degree in theatre/related field or commensurate experience.
- 2 years experience working in theatre stage management preferred.
- Required: High school diploma or equivalent.

SKILLS AND KNOWLEDGE REQUIRED:

- Understanding of the role of a theatre stage manager.
- Ability to lead and supervise
- Ability to communicate well verbally, visually, and written

The description of the position in this document is representative and not exhaustive. Regular collaboration between shops in the production department and the wider organization is expected. Duties and responsibilities may shift with organizational needs.



Staff Stage Manager Job Description (cont.)

Flat Rock Playhouse is making every effort for the health and safety of the acting company, volunteers, staff, and patrons following the COVID-19 pandemic. Along with following any Federal, State, and Local mandates, Flat Rock Playhouse encourages full vaccination against COVID-19.

Flat Rock Playhouse strives to create a diverse and inclusive environment. All candidates will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability or age. Candidates should demonstrate empathy, flexibility, and a strong commitment to building diverse teams. BIPOC and LGBTQIA+ individuals are encouraged to apply.

Revised 12/12/24