**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 Staff Stage Manager/Asst. Stage Manager |
| **Salary & Benefits**: | $13.00-15.00 an hour (plus overtime after 40 hours)<br>Eligible for Insurance Benefits after 90 days<br>Shared housing provided |
| **Department**: | Production |
| **Reports to (Position)**: | Production Manager |
| **Dates of Employment:** | April 4 - Dec 22, 2023 |

**SUMMARY:** The staff stage manager works as a non-equity assistant stage manager on FRP productions as assigned by the production manager. They will work closely with an equity PSM and equity ASM. The staff stage manager will also stage manage non-equity productions and events as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Industry standard stage management duties and responsibilities:
- Tape floor and pre plan for production.
- Run Rehearsals
- Send out rehearsal and performance reports and daily calls
- When stage managing, call the show from the front of the house cueing all sound and lighting cues on assigned productions
- Communicate the backstage crew using a clear com system and a cue light system.
- Other stage management and production administrative and/or run crew duties as assigned by the Production Manager.
- Complete required parking shifts during show runs along with other staff as assigned by production management
- Other duties deemed necessary

**EDUCATION AND EXPERIENCE REQUIRED:**

- Bachelor's Degree in theatre/related field or commensurate experience.
- 1 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 in an equity environment
- Ability to lead and supervise
- Ability to communicate well verbally, visually, and written

Flat Rock Playhouse is making every effort for the health and safety of the acting company, volunteers, staff, and patrons during the COVID-19 pandemic. Along with following any Federal, State, and Local mandates, Flat Rock Playhouse will be operating under the Actors Equity Association fully vaccinated guidelines.

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 1/11/23*