

## REVELS NORTH

### Christmas Revels - Production Stage Manager

Time Commitment: Flexible. Busiest times: leading up to, and immediately following, auditions in May; leading up to the start of rehearsals in September; and from mid-November through the close of the show.

#### **Job Description**

Reports to Artistic Director. Key liaison figure between artistic, technical, and volunteer staff, and the cast. Oversees and coordinates all artistic and technical aspects of the production from auditions to performance. Works directly with Program Director to secure all volunteer needs for the production. Is involved with all teams at the outset of the season.

#### **Skills Required**

Works well with people, remains calm under pressure, strong organizational skills, attention to detail, good leader, excellent communication skills, sense of humor.

#### **Duties include**

Budget:

Works within the budget managed by the Artistic Director with oversight of the Executive Director.

Production Plan:

Creates and manages the production plan. Sets realistic deadlines and schedules in consultation with the directors, designers, and production crew.

Meetings:

Calls and runs all production meetings. Creates and maintains electronic file production book.

Communication:

Works with Artistic Director to ensure artistic vision is communicated, understood, and executed by design team (set, costume, makeup/hair, lighting, props). Once cast is selected, handles all communication relating to cast contract, ensuring cast understands and accepts commitment to participate. Communicates regularly with cast leading up to the production season, and weekly once rehearsals begin, gathering and disseminating pertinent information from directors and designers to the cast. Handles all cast special requests. Communicates directly with cast members about attendance policy should it become an issue during production season.

Schedules:

Chorus (adult-teen, acting, dancing, and children's) rehearsals, specials rehearsals, tech week schedule, set construction, props construction, makeup and costuming schedule.

Space:

Arranges rehearsal space at the Hop, and secures alternative space in Norwich/Hanover if Hop is unavailable (all contract negotiations will be done by the Executive Director). Arranges space for set and costume construction, working with Technical Director and Costume Designer. Ensures theater is set up for Revels load-in and load-out, prop and costume return.

#### Rehearsals:

Attends all rehearsals. Takes blocking and musical arrangement notes. Tapes out set dimensions at all day rehearsals. Takes cast attendance, recording absences - noting latecomers - and notifying the Director. Fills out and distributes weekly rehearsal reports to production team. Keeps staff and cast apprised of pertinent information. Handles emergencies in line with Revels North policies and procedures. Greets and welcomes new people. Ensures props and furnishings needed at rehearsals are available to actors. Creates and maintains master copy of the prompt book (blocking, light, sound, and set changes), adding to it during the season to have it ready for tech rehearsals in December. Runs photo call at the end of dress rehearsal.

#### Set:

Works with Artistic Director to ensure set gets built according to deadlines and within budget. Reserves space for set build. Aids in communication between Technical Director and Program Director to ensure there are enough appropriately skilled volunteers to accomplish tasks.

#### Props and Costume:

Works with Artistic Director to ensure props and costumes are finished according to deadline. Works with Costume Designer, Props Designer, and Program Director to ensure there are enough volunteers to accomplish tasks. Also, coordinates all loan of props and costumes from other Revels cities.

#### Load-in and Load-out:

Works closely with Technical Director to ensure load-in and load-out go smoothly, arranging truck rental, coordinating with Set Designer, Costume Designer, Props Designer to make sure they have everything they need. Works closely with Program Director to ensure there are enough volunteers to help with those days.

#### During performance:

Oversees the show each time it is performed. Handles emergencies, manages production staff and coordinates work with Union tech staff. Calls the show (cues, actors' entrances, etc.). Works with Executive Director to ensure the photographer and videographer have what they need to document the production.

#### After close:

Sends out cast and production team surveys, receives and organizes responses to give to Artistic and Executive Directors. Calls and runs the production team debrief meeting in January.

Reserves space and coordinates the Christmas Revels Reunion in January.