

## THE LAGUNA PLAYHOUSE –Equity Stage Manager



<b>Reports to:</b>	Production Manager	
<b>Position Type:</b>	Part time, Non-exempt	
<b>Show:</b>	AIN'T MISBEHAVIN'	
<b>Compensation:</b>	AEA Minimum of LORT C-2	
<b>Schedule:</b>	Prep Week:	Tuesday, December 26, 2023
	Rehearsal Begins:	Tuesday, January 2, 2024
	10:12 Tech Reh:	Saturday January 20 & Sunday January 21, 2024
	First Preview:	Wednesday, January 24, 2024
	Opening night:	Sunday, January 28, 2024
	Closing night:	Sunday, February 11, 2024

**About Us:** Laguna Playhouse, a nationally acclaimed, non-profit, professional theatre located steps away from the Pacific Ocean in the charming arts colony of Laguna Beach, CA seeks Equity Stage Manager. Reporting to the Production Manager, the Stage Manager will be responsible for managing rehearsal and performance process. The Laguna Playhouse is dedicated to building an equitable environment that is mixed across lines of difference and strongly encourages applications from Black, Indigenous, People of Color, women, transgender and non-binary candidates. Applicants from populations underrepresented in the theater field are strongly encouraged to apply.

**About the Position:** This is an Actors' Equity Association (AEA) stage management position. All elements of this position will be in accordance with the appropriate AEA contract and rules. The Stage Manager works directly with the Production Manager to schedule meetings and other events needed to complete the production process. Additionally, this position (along with the Production Manager), monitors all Equity actions and, with the Production Manager, maintains compliance with the AEA/LORT contract.

**About the Culture:** The person most successful in this position will be a well-organized, detail oriented individual dedicated to helping take the performance to the next level. The right candidate will thrive in this warm, welcoming and creative atmosphere that embraces individuality and is artistically fulfilling, forward-thinking and dog friendly!

### Qualifications:

- Experience in working with people and management of crews.
- Experience in maintaining a prompt book and calling performances.
- Experience communicating between departments and managing meetings.
- Ability to take blocking notes and compose rehearsal/performance reports.
- Attention to detail, sense of timing, and accuracy of work.
- Team player with outstanding problem-solving abilities, time management skills, diplomacy, and communication.
- Experience working on musicals.
- Must be a member of Actors' Equity Association.

### Responsibilities:

- Manage rehearsals and call performances
- Work with the Artistic Director/General Manager and Director to create rehearsal schedules for each show and ensure that all elements are rehearsed prior to and during technical rehearsals.
- Manage the transition of all show elements from the rehearsal room to the stage.
- Maintain communication with and between all production departments and artists, including daily rehearsal/performance reports.
- Create and maintain a prompt book and calling script for each production that is the hub of all information and kept in a secure and accessible location.
- Maintain a clean, safe, and organized working environment.
- Participate in work calls, meetings and events as required.

**Physical Requirements of the Position:**

- Employees will be required to provide proof of vaccination as a condition of employment. When providing such documentation, applicants are instructed to omit any additional medical information other than proof of FDA-approved vaccination against COVID-19 infection. Please note any record of applicant vaccination will be maintained as a confidential medical record.

To apply for this position, please send a cover letter and resume to Human Resources under the heading:

AIN'T MISBEHAVIN' Stage Manager

Cover letter must accompany resume submission

[hr@lagunaplayhouse.com](mailto:hr@lagunaplayhouse.com)