



**Tower Theatre Foundation
Stage Manager Job Description
2019**

The Stage and Facilities Manager is responsible for backstage operations as well as some facilities maintenance of the venue. This person requires a knowledge in sound, operating as an A2, and a basic understanding of stage production and theatre staging.

The Stage Manager reports to: The Director of Production

Positions reporting directly to the Stage Manager include:

None (though stage volunteers, if available, will assist the Stage Manager and follow his or her direction)

Key Job Responsibilities:

Show Production

- Load in/out shows
- Stage and seating set up for events
- wire stage for shows.
- Stage manage shows
- Ensure a smooth and professional execution of the event
- Ensure a clean backstage suitable for loading in events and hosting
- Occasional FOH or monitor sound operator
- Be present on headset backstage for shows
- Attend production meetings, event meeting, or other staff meetings as requested by Director of Production and/ or Executive Director
- Work effectively with extended team for stage and theatre set-up

Facilities

- Monitor ongoing facility needs , upkeep and repairs
- Maintain list and statues of venue repairs
- Coordinate work of outside contractors for facility work and repairs
- Report any facilities needs to Director of Production

Meet with Facilities Committee to coordinate, initiate, budget and track progress of venue

The Stage Manager is currently hourly and part-time at 25-28 hours a week on average. Hourly wage is \$15-17 plus 3% simple IRA matching contribution. Wage increase and addition of company medical insurance contingent on annual review. Please send resumes to jonah@towertheatre.org

