

## **Job Description- The Falcon Playhouse**

*Job Title:* Stage Manager

### **About the Role:**

The Stage Manager is responsible for facilitating the actors and technicians of the productions. They manage all technical aspects of the show by creating spreadsheets to keep track of props and set pieces. During the rehearsal process they are on book and give lines to actors who call it. They are responsible for working with the director to make sure the production meets their vision. During the show, they give the cues to the lighting and sound board operators. A stage manager makes sure the show runs as smoothly as possible. The Stage Manager is the main point of contact between technicians and cast.

### **Responsibilities:**

- Keeping all technical crews on track with deadline
- Managing the Rehearsal Space
- Taking detailed Blocking notes during the early rehearsals
- Keeping note of the conflicts of Technicians and Actors
- Have an organized script with easy to access information
- Quickly problem solving any issues that arise

### **Candidate Requirements:**

- Previously ASM'D twice
- Organization is a key characteristic that is definitely necessary to stage management
- You have to be able to multitask; you will almost always be doing multiple things at once
- During Tech week patience is necessary, if you are easily annoyed or overwhelmed this might not be the job for you
- Time management skills
- Good Communication with variety of people

## **Apply Now!**

Join our Remind (@fptheatre) to receive updates for our productions, and refer to our link tree @srhsfalconplayhouse on Instagram to access our tech application.