

## **Stage Management Intern**

**Description:** The intern will report directly to the Production Manager while also working closely with our Stage Managers. Interns will have the opportunity to engage in the process of stage managing a show from start to finish. Great position for students or graduates seeking careers in Stage Management or Technical Theatre.

### **Learning Opportunities in this position:**

- Proper Rehearsal Etiquette & Procedures
- Work directly with an Equity Stage Manager, learning rules and contracts
- How We Move a Play from Page to Stage
- Script Analysis for Stage Management
- Calendar & Schedule Management
- How to put together a Rehearsal Schedule
- Basic Associated Administrative Skills
- How to Maintain a Production in Performance
- Proper Rehearsal Space and Backstage Area Maintenance

### **Duties Include but not limited to:**

- Assist at Rehearsals
  - Taking blocking notes
  - Tracking and Running of Rehearsal Props and Costumes
  - Being on book – Cueing & Line Notes
  - Running Lines with Actors cueing and line notes
  - Maintain Craft Table & Rehearsal Space
  - Assist with Side Rehearsals As Needed
  - Ensure Rehearsal Space is left in Good Condition following Rehearsals
  - Assist with Tracking Actors' Hours for Rehearsals
  - Run Errands As Needed
- Serve as Production Assistant for full Rehearsal & Performance Run on Sandbox Productions
- Assist with the Compilation of Production Contact Lists & Master Calendars
- Print and Assemble Scripts As Needed
- Attend Production Meetings
- Assist Stage Manager with Tech Week Needs
- Load-In and Load-Out of Rehearsal Space (incl taping out rehearsal space)
- Assist with Costume and Prop Maintenance during Performance Run (incl production laundry)
- Maintain a Prompt Book for each show that Shadows Primary Stage Manager's
- Assist Stage Manager with Understudy Rehearsals
- Assist with repairs, replacements, etc to maintain running show

### **Specific Requirements:**

- Theatre Major or Minor and/or Demonstrated Backstage Theatre Experience
- Must be able to lift and move 40lbs
- Organized & Detail Oriented
- Strong Communication Skills
- Creative Thinking & Problem Solving