

MTI's Broadway Junior Revue: Pure Imagination (Ages 7 - 13)

Position: Raue Center School For The Arts – Stage Manager & Props Master

Hours: Varies based on rehearsal schedule

Stipend: \$2100

Raue Center School For The Arts (RCSA) is thrilled to be launching its 2025 Season of productions and is looking for a skilled, self-motivated Stage Manager & Props Master to join our team for the RCSA production of *MTI's Broadway Junior Revue: Pure Imagination*. Potential Stage Manager & Props Master should be a self-starter and an excellent collaborator with the creative team members.

The Stage Manager & Props Master will oversee the technical aspects of the overall production along with the gathering, creation and implementation of props with the assistance of a parent props support committee (if needed).

Stage Manager & Props Master Responsibilities include, but are not limited to:

- Serve as the central communication hub for the production team, cast, crew, parents, and/or students throughout the rehearsal and performance process.
- Develop and maintain detailed production documentation, including schedules, cue sheets, blocking notes, and reports.
 - Submitting reports on a daily basis after rehearsals
 - Emailing a daily call sheet to cast and crew each night of rehearsal
- Coordinate and manage all rehearsals, ensuring they run on time and stay productive.
- Attend all production meetings and take detailed notes for the production reports.
- Oversee technical and dress rehearsals, collaborating with directors, designers, and technical staff to ensure smooth execution of cues.
- Call cues during performances and troubleshoot any on-the-spot issues to maintain show quality.
- Supervise rehearsal space/backstage activities, ensuring safety and professionalism among the crew and cast.
- Maintain an organized stage and rehearsal space, including props and set pieces.
- Make sure rehearsal space is cleaned and organized at the end of each rehearsal.
- Ensure compliance with all safety regulations and guidelines (especially once production shifts to Raue Center).
- Exceptional organizational and multitasking skills.
- Should have strong communication and leadership abilities, with the capacity to keep a team motivated and on track during rehearsals.
- Familiarity with technical theater and production processes.
- Proficiency in G-Suite for all materials pertaining to the production
- Experience with QLab.
- Able to organize, potentially design, and obtain any props needed based on the requests of the director.
- Supplement additional props by pulling from stock or purchasing when necessary, working with a budget.

- Oversee the parent props support committee (if needed), parents who will assist as directed with the props acquisition, designing props, and/or purchases.
- All production team members and designers will need to participate in strike, immediately following the final performance (Saturday, April 19th)

Important *Pure Imagination* dates:

- **Auditions & Rehearsal Dates:** March 3rd – April 19th, 2025
- **Show Dates** Friday, April 11 & 18 @ 8 PM | Saturday, April 12, 19 @ 2 PM & 7 PM | Sunday, April 13 @ 2 PM

Please email the following to: rceaeducation@rauecenter.org

Cover letter, which should include:

- Why do you enjoy Stage Managing?
- What you can bring to the production as both a Stage Manager & Props Master?
- How would you approach and oversee working with kids?
- Professional resume and/or design resume.

Start date: Is dependent on when the first production meeting will be but could start as soon as January 1, 2025

Please note that submission of your resume is not a guarantee of employment, HOWEVER, we will keep your information on file for future productions.