

Position: Raue Center School For The Arts *Joseph and the Amazing Technicolor Dreamcoat* – Stage Manager

Hours: the tentative schedule is as follows. Show dates are confirmed

Stipend: \$325/Wk | \$2,600 Total

Important *Joseph and the Amazing Technicolor Dreamcoat* dates:

Auditions: Week of January 5th - 8th

Rehearsals: Begin the week of January 12th - February 20th

3 - 4 nights a week with 1 day possibly Sunday. Tentatively 6 - 9 PM

Tech: Sunday, February 22nd - Thursday, February 26th

Shows: (2 weekends)

February 27 @ 8 PM

February 28 @ 2 PM & 7 PM

March 1 @ 2 PM

March 6 @ 8 PM

March 7 @ 2 PM & 7 PM

March 8 @ 2 PM

Raue Center School For The Arts (RCSA) is excited to continue its education program and is looking for a skilled, self-motivated, lively, outgoing and great with kids (ages 10 – 18) Stage Manager to join our team for the RCSA Production of *Joseph and the Amazing Technicolor Dreamcoat*. Potential Stage Manager should be a self-starter and an excellent collaborator with the creative team members.

The Stage Manager 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.

Stage Manager Responsibilities include, but are not limited to:

- Be part of an amazing team that will oversee the production, and the students enrolled. Providing positive energy, attitude, and help where needed.
- 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.
- Help organize and oversee the breaks with the assistance of the other team members (Assistant Stage Manager and the Teaching Assistants).
- Maintain an organized stage and rehearsal space, including props and set pieces.

- Make sure rehearsal space (St. Mary's) 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.
- All production team members and designers will need to participate in strike, immediately following the final performance (Sunday, March 8th)

Please email the following to: rceaeducation@rauecenter.org

Cover letter, which should include:

- What can you bring to the production as Stage Manager?
- How would you approach and oversee working with kids?
- Professional resume and/or design resume.

Start date: *Is dependent on when first production meeting will be but could start as soon as December 15, 2025. Stage Manager/Props Master will begin a contract 1-week before the auditions begin.*

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