

GUS MENARY
Artistic Director

KAYTI BARNETT-O'BRIEN
Managing Director

Position Title: AEA Stage Manager (local hire)

Length of Contract: February 7 – April 17, 2022 (10 weeks)

Hours: 38+ hours per week, dependent upon production schedule

Reports To: Production Manager & Company Manager (Production Management Team)

Supervises: Production Cast, Assistant Stage Manager

Compensation: AEA SPT Tier 6 weekly base rate of \$626

Book-It Repertory Theatre (Book-It) is seeking a local hire AEA stage manager for its production of *Mrs. Caliban* by Frances Limoncelli and directed by Kelly Kitchens, adapted from the novel by Rachel Ingalls.

The AEA Stage Manager manages the rehearsal and performance process within the rules set by the agreement between Book-It and Actors' Equity Association (AEA). This position is a member of the production team dedicated to ensuring the production runs smoothly, efficiently, and safely.

Book-It is an anti-racist organization that values equity, diversity, inclusion, and a focus on relationships, interactions, and work that promotes justice. Book-It values accountability, follow-through, compassion, enthusiasm, professionalism, and resourcefulness.

Principle Duties and Responsibilities:

- Manage rehearsals and call performances, within guidelines set forth by AEA and working within the systems of Book-It and the Center Theatre.
- Work with Production Management Team and Director to create rehearsal schedules and ensure that all elements are rehearsed prior to and during technical rehearsals.
- Work with the Marketing Department to schedule photo shoots, filming, and other marketing-related needs.
- Supervise Assistant Stage Manager in production duties during rehearsal, technical rehearsals, previews, and performances.
- Maintain communication with and between all production departments and guest artists, including crafting and distributing rehearsal and performance reports.
- Create and maintain a prompt book and calling script for the production, ensuring all information is kept up-to-date and stored securely and accessibly.
- Maintain a clean, safe, and organized working environment.
- Work with Covid Compliance Officer to ensure Covid safety policies are clearly communicated.
- Attend and keep notes for production meetings.

Qualifications and Skills:

- Experience working with people and in the management of crews.
- Experience in maintaining a prompt book and calling performances.
- Ability to read and interpret ground plans and design drawings.
- Proficient with Microsoft Office.
- Attention to detail.
- Exceptional time management skills.
- Ability to remain calm and focused under pressure.
- Excellent verbal and written communication skills.
- Strong discretion and respect for maintaining confidentiality.
- Strong critical thinking skills and demonstrated sound judgment.
- Must be a member of AEA or equivalent experience working in an AEA environment as a Stage Manager.

Physical Requirements for This Position

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA, and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- While performing duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. Hands are often needed to finger, grasp, handle, feel, or operate small objects or controls.
- Hand-eye coordination capabilities necessary to operate computers
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

Compensation

- AEA SPT Tier 6 weekly base rate of \$626
- Tech and Preview Week bonus of \$116.67
- Any hours worked over 38 in a week will qualify as overtime and will be paid at an overtime rate of \$11.25 per half hour.

Schedule

The rehearsal and performance schedule spans February 7 – April 17, 2022:

- Stage Management preparation week of Feb. 7
- Maximum of 38 hours per week during rehearsal period (4 weeks) starting of Feb. 16.
- Up to 2 hours AEA-approved overtime for technical rehearsals (2 weeks) starting Mar. 14
- Load-in: Monday, March 13 – Wednesday, March 17
- Technical Rehearsals with Actors: Wednesday, Mar. 16-20
- Opening Performance: Saturday, Mar. 26
- General Performance Schedule
 - Thurs-Saturday Evenings (7:30 PM curtain)
 - Sunday Matinees (2:00 PM curtain)
- Other Performance Dates:

- Wednesday Matinee (2:00 PM curtain): Mar. 30 & Apr. 6
- Wednesday Evening (7:30 PM curtain): Mar. 30 & Apr. 13
- Saturday Matinee (2:00 PM curtain): Apr. 9 & Apr. 16
- Closing Matinee Performance: Sunday, Apr. 17

Apply

Please, email your résumé and a personal statement or cover letter to Zenaida Smith, Company Manager, zenaidas@book-it.org, using Caliban SM in the subject line.

Equal Employment Opportunity

Employment at Book-It Repertory Theatre is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital or veteran status, sensory, physical or mental disability, political ideology, sexual other legally protected status.

ABOUT BOOK-IT REPERTORY THEATRE: www.book-it.org

Our Mission: Book-It Repertory Theatre is a non-profit organization dedicated to transforming great literature into great theatre, through simple and sensitive production, and to inspiring its audiences to read. Founded in Seattle in 1990, Book-It Repertory Theatre believes that reading and literacy are fundamental rights and keys to success. Book-It creates world-premiere adaptations of classic and contemporary literature for the stage. Book-It serves approximately 20,000 patrons through its main stage 4- or 5-play production season, and 55,000 young people throughout Washington with our arts education programs.

BOOK-IT.ORG