



ENSEMBLE THEATRE CINCINNATI

Job Title: AEA Production Stage Manager

Department: Production

Reports to: Producing Artistic Director and Production Manager

Supervises: Assistant Stage Manager, apprentice run crew

Actors' Equity Association contract and salary (LOA to LORT, SM minimum \$604/week)

Position Summary: As a key member of the Production department, the Production Stage Manager (PSM) reports directly to the Producing Artistic Director and Production Manager and works closely with them to successfully execute Ensemble Theatre Cincinnati's season. The PSM will serve as the Actors' Equity Association Stage Manager and manages all production aspects related to rehearsal and performance. The PSM directly supervises an Assistant Stage Manager and assists the PM and Director of Apprentice Programming in supervising apprentice run crews.

Principle duties and responsibilities:

- Serve as the AEA Stage Manager for all ETC shows
- Oversee the supervision of all Assistant Stage Managers and assist with supervising apprentice run crews
- Create, facilitate, and distribute rehearsal schedules
- Coordinate with other departments to facilitate access to actors, directors, props, and other items
- Create and maintain all production-related paperwork
- Prepare the rehearsal space for the workday
- Collect notes generated during rehearsal and performances and ensure their distribution
- Effectively communicate with all departments and serve as a key facilitator of information
- Assist PM with creating and maintaining the seasonal production calendar
- Develop and implement stage management paperwork and procedures
- Assist PM in managing a safe and focused work environment
- Be an active participant in the work to make ETC an antiracist theatre, seeking and recommending improvements to work practices to make the Production department more equitable and inclusive

Required skills and experience:

- Be an AEA member in good standing or be willing to join Actors' Equity Association
- Excellent communication, organization, and management skills
- Ability to lead and supervise crews
- Excellent problem solving abilities
- Ability to work in a fast-paced environment

Desired skills:

- Experience as a stage manager at an SPT or LORT theatre
- Experience with Microsoft Office suite

To Apply: Qualified candidates should submit a cover letter, résumé, and three references to Matt Hollstegge, Production Manager, at mhollstegge@ensemblecincinnati.org and include "Production Stage Manager, [Applicant Last Name]" in the subject line. No phone calls please.

Ensemble Theatre Cincinnati is a professional theatre dedicated to producing world and regional premieres of works that often explore compelling social issues. We fulfill our mission through our stage productions and educational outreach programs that enlighten, enliven, enrich, and inspire our audiences.

Ensemble Theatre Cincinnati is an equal opportunity employer and encourages inquiries about this position from a broad spectrum of candidates reflecting the diversity of the community we serve. Ensemble Theatre is committed to being an antiracist theatre striving for diversity, equity, inclusion, and access for all.