

Stage Manager

Job Overview

We are seeking a highly organized and detail-oriented Stage Manager to join our dynamic team at SOPAC. The Stage Manager will play a crucial role in ensuring the smooth execution of performances and events, working closely with the Director of Production, artists, and crew members.

Job Type: Part Time

Responsibilities

1. Show Coordination
 - Execute the production according to the Director of Production's advance plan.
 - Oversee and coordinate all backstage activities during rehearsals and performances.
 - Coordinate with Front of House staff to begin show.
2. Artist and Crew Liaison
 - Serve as the primary point of contact between artists, crew, and production team.
 - Facilitate effective communication and collaboration among all stakeholders.
 - Address artist needs and concerns to ensure a positive working environment.
3. Building Procedures
 - Manage opening and closing procedures of the SOPAC building.
 - Coordinate with security, maintenance, and front-of-house staff to ensure a safe and welcoming environment for patrons and performers.
 - Conduct regular checks to ensure equipment and facilities are in working order.
4. Rehearsal and Performance Support:
 - Assist with the set-up and breakdown of rehearsals and performances.
 - Ensure all technical elements are in place for a successful show.
5. Emergency Response:
 - Be prepared to respond to emergencies or unforeseen issues during performances.
 - Collaborate with the production team to implement contingency plans when needed.

Qualifications

- Proven experience as a Stage Manager in a performing arts setting.
- Excellent organizational and multitasking skills.
- Strong interpersonal and communication skills.
- Familiarity with technical aspects of theater production.
- Ability to work flexible hours, including evenings and weekends.

About SOPAC

South Orange Performing Arts Center (SOPAC) is a vibrant cultural hub dedicated to showcasing a diverse range of performances, including music, theater, dance, and community events. As a key player in the local arts scene, SOPAC is committed to providing exceptional experiences for both artists and audiences.

SOPAC is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply.

(An offer of employment will be conditional upon satisfactory completion of a background check, including references, past employment, education, and criminal histories.)

How to Apply

Interested and qualified candidates should submit the following for consideration:

- Cover letter
- Current résumé
- Portfolio of previous work
- Three professional references
- Salary expectation

Submissions should be made to: rob@sopacnow.org.