



900 South Mitchell Drive
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Stage Manager Job Posting

Founded in 1977, Childsplay's mission is "To create theatre so strikingly original in form, content or both, that it instills in young people an enduring awe, love, and respect for the medium, thus preserving imagination and wonder, those hallmarks of childhood, that are the keys to the future."

Childsplay, an internationally acclaimed ensemble-based professional theatre for young audiences located in Tempe, Arizona (Greater Phoenix) seeks a proactive, creative individual to Stage Manage each of our productions for the coming seasons.

Reports to: Production Manager

Hours: Full-time non-exempt position

Compensation: Varies by show - see below

Key Duties:

- Participating in the planning process, which includes attending production meetings and preparing show contact sheets, rehearsal/production calendars, and rehearsal/performance reports.
- Participating in performances as the stage manager, which includes setting call times and normal pre-performance functions to prepare the cast, crew and stage, coordinating all production maintenance and/or delivery of broken items to a shop if necessary.
- Record keeping, which includes compilation and distribution of rehearsal/tech notes, performance reports, maintenance and filing of the prompt book, accident reports, collection and mailing of all receipts and venue checks to office while travelling. Review of credit card statements and petty cash reports as requested.
- Coordination of show-specific needs with marketing, front-of-house and box office both prior to and during performance run.
- Maintaining the director's intentions during the performance run including giving line, blocking, and technical notes as necessary.
- Stage Manager agrees to abide by Theatre's employment policies and procedures as stated in the Childsplay Personnel Guidebook. A copy of the Guidebook is provided along with this contract.

Tour Stage Managers will have the following duties added:

- Creating and distributing weekly tour schedules to Childsplay staff and school contacts.
- Running sound and video playback for each performance.
- Sharing in van driving duties.
- Sharing in setup and strike of all technical elements and scenery.
- Coordinating with the Production Manager and Associate Artists for all vehicle maintenance needs while touring.
- Ability to lift at least 50lbs and climb ladders.
- Must have a valid driver's license and be able to drive large trucks and vans.

Ideal Qualifications:

- You have a passion and enthusiasm for theatre, arts, and arts education.
- You are a critical thinker with an ability to problem solve
- You thrive in collaborative environments
- You stay calm under pressure
- You are self-directed and eager to grow
- You are enthusiastic about being part of a learning organization

Tomas National Tour & Herberger Sit Down - \$725/week during National Tour, \$625/week during Stage West Sit Down

- Light Plot Due - September 1, 2023
- SM Prep Week - September 11, 2023
- 1st Rehearsal - September 18, 2023
- Fall Tour Start - September 30, 2023
- Last Fall Tour Show - November 20, 2023
- Spring Tour Start - January 15, 2024
- Spring Return to Phx. - March 11, 2024
- Pickup Reh & Stage West Load In - April 29, 2024
- Field Trips Start @ Stage West - April 30, 2024
- Last Field Trip Perf & Strike - May 17, 2024

Eddie and Vinnie Local Tour - \$625/week

- Light Plot Due - October 16, 2023
- SM Prep Week - September 25, 2023
- 1st Rehearsal - October 2, 2023
- Fall Local Tour Start - October 23, 2023
- Community College Tech - November 13, 2023
- Fall Tour Ends - December 21, 2023
- Pickup Rehearsal - January 16, 2024
- Spring Local Tour Start - January 17, 2024
- Spring Tour Pause - March 8, 2024
- Spring Tour Resume - April 22, 2024
- Spring Tour End - May 17, 2024

Eric and Elliot Local Tour - \$625/week

- SM Prep Days Start - January 11, 2024
- 1st Rehearsal - January 16, 2024
- Last Rehearsal - February 1, 2024

Rudolph at Herberger Theater Center - \$684/week

- Final Designs Due - October 9, 2023
- Shops Begin - October 9, 2023
- SM Prep Week - October 16, 2023
- 1st Rehearsal - October 23, 2023
- Hang - November 3, 2023
- Focus - November 4, 2023
- Stage West Load In - November 5, 2023
- 1st Day of Tech - November 9, 2023
- 1st Preview - November 14, 2023
- Public Open - November 18, 2023
- Final Performance - December 24, 2023
- Strike - January 2, 2024

Diary of Anne Frank at Scottsdale Center for the Performing Arts - \$625/week

- Final Designs Due - December 22, 2023
- SM Prep Week - December 18, 2023
- 1st Rehearsal - January 2, 2024
- SCPA Load In - January 20, 2024
- 1st Day of Tech - January 20, 2024
- Field Trip Open - January 23, 2024
- Public Open - January 24, 2024
- Final Perf. & Strike - January 26, 2024

Childsplay values equity, diversity, and inclusion (EDI) throughout our organization, programs, and audiences. We are committed to giving underrepresented artists a safe space to create art and community.

By welcoming people with differences in religion, ethnicity, sexual orientation, class, gender identity, ability, and age we are better able to celebrate that which brings humankind together: Imagination and Wonder.

To apply, please email Production Manager Calvin Legassie at clegassie@childsplayaz.org with your resume.

For more information about our company please visit www.childsplayaz.org