



Cincinnati Playhouse in the Park (CPIP) 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.

Job Title: Artistic Engagement Stage Manager

Start Date: August 29, 2022

Starting Salary: \$750/week

Position Overview

The Artistic Engagement Stage Manager, in collaboration with the Production Stage Manager and Artistic Engagement Associate, oversees all stage management activities for the events and productions under the Playhouse's Off the Grid program and for its three-show season of educational touring productions. This is a seasonal, non-equity position.

Reports to: Production Stage Manager and Artistic Engagement Associate

Position Responsibilities

- Responsible for facilitating productive and effective rehearsal environments, in partnership with Tour/Off the Grid directors, Playhouse leadership, and staff.
- Along with Playhouse's Production Stage Manager, supervises a Tour and Off the Grid Stage Management Intern who will work with them on Tours and Off the Grid Events.
- Executes all standard stage management responsibilities, including but not limited to attending production meetings, daily production scheduling, preparing and running rehearsals, clerical organizing, documenting production information (i.e., production books), and ensuring the smooth execution of performances for touring productions and Off the Grid events.
- Works with the Production Manager and Education Associate Producer to schedule meetings and other events as needed.
- Works with the Marketing team to schedule photo calls and promotional video recordings as needed, based on what the rehearsal schedule can accommodate.
- Touring and Off the Grid performance responsibilities will include, but are not limited to, serve as on-site contact, lead set-up and strike of scenery, execution of sound, lighting, and projection cues for rehearsals/performances, dimmer check and sound/video tests before performances as necessary, and troubleshoot any issues. Additionally, will train/manage running crew(s) as necessary for Off the Grid events.
- Responsible for maintaining the artistic integrity of performances as established in the rehearsal process by the director, actors, designers, and technical staff.
- Responsible for documenting processes for show set-up and strike at each location for future touring processes.
- Ensures safety protocols are met for actors, interns, artistic staff, and crew members while maintaining a safe and clean rehearsal/performance and office environment.
- Models and upholds professional standards and leads touring company.

Essential Skills and Attributes

- Excellent communication skills – written, oral, and visual.
- Highly organized, flexible, collaborative, motivated, efficient, and a fast learner with the ability to work productively and meet deadlines in an environment of change, creative process, and rigorous time management.
- Able to navigate through diverse and sometimes competing priorities.
- Demonstrates a commitment to open communication and to the value of teamwork in problem solving.
- Must have a working knowledge of all aspects of the theatre – production and technical, as well as performance. Familiarity with sound, lighting, and video equipment and consoles a plus.
- Proven ability to remain calm and collected in stressful situations including emergencies.
- Strong leadership skills.

Special Qualifications:

- Valid driver's license.

Preferred Skills and Qualifications

- Bachelor's Degree in stage management, technical theatre, or equivalent educational or professional experience is preferred.
- Proficiency in Microsoft Office, Zoom, and Google applications. Additional knowledge of Qlab and Vimeo a plus.
- Familiarity with various theatrical unions (AEA and IATSE) a plus.

Work Conditions/Physical Demands:

- Ability to work a flexible schedule with weekend and evening hours.
- Must be willing to travel and work at various sites.
- Must be willing to work outdoors in all weather conditions while using the appropriate safety procedures.
- Must be able to, or willing to learn to, drive large vehicle (i.e., cargo van, 15-passenger van, box truck—training provided).
- Frequent standing, walking, stooping, kneeling, crouching, crawling, working in darkened environments and occasionally ascending/descending ladders and stairs.
- Ability to operate a computer and other office productivity machinery, such as printer, copy machine, and backstage cue switch control.
- Must be able to lift at least 25 lbs.

The physical expectations described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without a reasonable accommodation.

All employees are required to receive the COVID-19 vaccination unless a reasonable accommodation has been approved.

Cincinnati Playhouse in the Park continues to monitor the pandemic situation. Qualified candidates will be expected to comply with Playhouse's health and safety plan – while at work and outside work – that continues to be updated per latest state and Federal guidelines.

Employment is contingent upon successful completion of a background check.

While this description is intended to be an accurate reflection of the current position, it is not necessarily exhaustive of all responsibilities, duties, requirements, or expectations of this position. Cincinnati Playhouse in the Park reserves the right to revise or amend this description based on business needs or changes to the work environment.

To Apply: Qualified candidates should submit a cover letter, resume, and names of references to, Andrea Shell, Production Stage Manager, at andrea.shell@cincyplay.com and cc Amy Stier at amy.stier@cincyplay.com. Applications will be reviewed on a rolling basis starting in mid-July and the position will be filled as soon as the successful candidate is identified. No phone calls, please.