



STAGE MANAGER

DEPARTMENT: Education

JOB DATES: 6/3/24 - 8/20/24

The New London Barn Playhouse, a professional theater in New Hampshire, seeks a stage manager for their education department's summer program. The Junior Intern Company is an audition-based company of approximately 30 local teenagers who put on four productions each summer, as part of the Children's Theater Series. The Stage Manager for this company should be an early-career manager with a passion for working with young artists.

RESPONSIBILITIES AND DUTIES:

- Perform the duties typical of a stage manager: notating blocking, organizing rehearsals, being on book, managing supplies
- Participating and notating in daily production meetings and creating daily schedules
- Administrative/organizational preparation for rehearsals: tracking scripts and cuts
- Maintaining attendance record and conflicts calendar
- Script work, rehearsal preparation, meetings with designers and directors
- Creating and maintaining blocking scripts and calling scripts for each show
- Running and calling tech/dress rehearsals and performances
- Facilitating communication between the director, music director, and designers
- Working with the JIs and being a role model
- Running daily load-ins and load-outs at the theater
- Manage rehearsal props and track them throughout rehearsals and shows
- Training the Technical Junior Interns to be Production Assistants during daily rehearsal hours, tech, and performances
- Mentor the Technical JIs and oversee their educational/artistic experience throughout the season

-Assist on other aspects of production/company as needed

REQUIREMENTS / SKILLS:

- Experience stage managing
- Must pass a state of New Hampshire background check
- Comfort and facility with all kinds of SM paperwork
- Experience working with children or teenagers a plus
- Ability to work in a rigorous, fast-paced environment
- Time management and meeting deadlines
- Creative problem solving
- Passion for collaboration
- Driven self-starter and multi-tasker
- Excellent interpersonal and communication skills
- A sense of humor and fun

COMPENSATION:

- \$2800–\$3000 flat fee based on experience (paid in weekly installments)
- Housing and meals provided
- Travel stipend

To support the health and safety of our staff and the communities we serve, the New London Barn Playhouse has a mandatory COVID-19 vaccination policy for all employees. Proof of full vaccination status will be required prior to employment. We are monitoring guidance from the state of New Hampshire and the CDC, and will develop protocols for our Education programs later this spring to support the health and safety of our staff and students.

Please email a resume and letter of interest to the Director of Education, Sage Tokach, at education@nlbarn.org

ORGANIZATIONAL PROFILE

The New London Barn Playhouse is an award-winning professional theater now in its 91st season. As one of the oldest continuously operating theaters in the country, the Barn is a cultural jewel of northern New England. Housed since 1933 in a centuries-old converted barn with historic landmark status, the theater offers a mix of classic and contemporary musicals and plays performed by seasoned professionals alongside emerging young artists. The Barn operates on an AEA SPT contract, with an annual operating budget of just over 1.2 million. The organization produces a six-show Mainstage season between Memorial Day and Labor Day each summer, with additional productions including one-night-only cabarets and a Children's Theater Series throughout the season. The New London Barn Playhouse recently finished the largest capital campaign in its history. As part of this campaign, a new year-round educational center, The Fleming Center for Artistic Development, opened in May 2022. This center allowed for the Barn Playhouse's expansion to 12 month programming to serve as an artistic and educational hub for its community.

DIVERSITY AND INCLUSION STATEMENT

At the New London Barn Playhouse, our organization actively chooses to uplift applicants with diverse racial, ethnic, and religious backgrounds, sexual orientations, gender identities and expressions, sexes, national origins, political affiliations, socio-economic status, veteran and Disability status, and other intersectional dimensions of diversity.

We are committed to ongoing learning and developing and implementing programs and initiatives to promote diversity and inclusion in all areas of employment as well as through our creative process and projects.