

CREEDE REPERTORY THEATRE

124 NORTH MAIN STREET • PO BOX 269 • CREEDE, COLORADO 81130

As a cultural home for artists, residents, and visitors of the West, Creede Repertory Theatre will create a diverse repertory season of plays, new works, and dynamic education programs.

Job Title: Stage/Tour Manager

Job Summary: The Stage/Tour Manager for the Young Audience Outreach Tour at Creede Repertory Theatre is responsible for running rehearsals and performances, ensuring all travel arrangements run smoothly on the road, and communicates and interacts with school contacts in a positive manner. The Tour Manager will be skilled at building relationships with school contacts, as well as communicating and collaborating with the Education Director.

Program Description: Each year Creede Repertory Theatre produces a Young Audience Outreach Tour that travels throughout the Southwest (Colorado, Oklahoma, Utah, New Mexico and Arizona) in order to bring the performing arts to rural and underserved communities. For our 2018 season we will be expanding with a second tour in Northwest Kansas.

Job Duties

Stage Manager Duties:

- setting up and running rehearsal schedules
- procuring all props, furniture and set dressings, and in small companies, assisting in set construction
- arranging costume and wig fittings
- distributing information to other theatre departments
- managing the props and possibly the design budgets and liaising with the production manager regarding costs
- supervising the 'get in' to the theatre, when the set, lighting and sound are installed, and the 'get out', when all the equipment is removed
- compiling and operating prompt copy - also known as the 'prompt script' or 'the book', which notes actors' moves and cues, and the requirements for props, lighting and sound
- making alterations to the set between scene changes, prompting actors and cueing technicians
- ensuring the company's welfare and maintaining a good working knowledge of all relevant health and safety legislation and good working practice
- liaising with the director, stage personnel and other technical departments, e.g. costume, lighting, sound

- calling actors for rehearsals and performances
- maintaining and replacing props and costumes as required

Tour Manager Duties:

- communicating a range of information on itineraries, destinations, performances and culture
- informing actors of arrival and departure times at each destination
- assisting in set-up and break-down of the set and sound
- running the backstage and onstage areas during performances
- communicating successes or challenges to the Education Director
- responding to questions and offering help with any problems that arise on tour
- dealing with emergencies, such as helping an actor who is ill or encountering weather on the road
- managing a safe driving schedule with the actors
- drive or learn to drive a truck with a trailer
- assisting with check-in, settle-in and check-out of accommodation
- scheduling vehicle maintenance visits on the road when needed
- maintaining costumes, set and sound on the road
- occasionally making accommodation bookings if a change has been made to the schedule
- helping with any travel issues
- writing performance reports and maintaining tour expenses (fuel, hotels, materials)
- making sure all performance and travel arrangements run smoothly and according to plan
- providing feedback after a tour as part of a debrief session.

Required Qualifications:

- Bachelor's Degree or graduating in May 2018
- Experience and success in Stage Management
- Skill in problem-solving, prioritizing, working with others, adhering to deadlines and arrival times, paying attention to detail, and maintaining confidentiality
- Being able to work under stressful circumstances and find solutions that keep the tour safe and running
- Have a valid drivers license
- Excellent oral communication skills
- Knowledge of and experience using office technology (software, Mac computers, printers), including proficiency using Microsoft Office Suite (Word, Excel, PowerPoint)

Preferred Qualifications:

Experience in Tour Managing

Experience in Theatre for Young Audiences

Confidence in driving a truck

To Apply:

Qualified applicants should submit a cover letter and résumé: Johamy Morales, Education Director by **Monday, January 22, 2018** to johamy@crederep.com. Please include “YAOT Tour Manager” in the subject line of your email.

Start of Contract: July 31, 2018/ End of Contract: November 16, 2018 with a possible extension to Southern California till December 7, 2018

Creede Repertory Theatre is an equal opportunity employer.