

# CREEDE REPERTORY THEATRE

*your theatre, always*

## Stage/Tour Manager for YAOT

**Reports to:** Education Director, Production Manager

**Job Type:** Seasonal, Salaried, Exempt

**Ideal Contract Dates:** August 1<sup>st</sup> to November 20<sup>th</sup>

### Essential Duties and Responsibilities

- Preparing, setting up and running all rehearsals for the Young Audience Outreach Tour.
- Communicate with department heads the needs of all props, furniture, costumes and set dressing for the touring production.
- Work with the Costume Shop Manager to arrange all costume and wig fittings as needed.
- Work with the Production Manager on budgeting tour, trailer and on the road expenses.
- Supervise and lead the load in and load out of the tour along with the acting company.
- Calling and managing all performances both in Creede, CO and on the road.
- Working with the tour members to ensure their welfare. We ask that this position has a good working knowledge of all relevant health/safety practice and proper touring practices.
- Participate in any special company functions or publicity functions required by CRT.
- Perform any other reasonable duties as assigned by your supervisor or staff supervisor that should be necessary to meet the needs of CRT and your department.

### Touring Duties

- Communicating to touring company a range of information including itineraries, destinations, performances and special information provided by the schools.
- Working with the touring company to properly load in and load out of venues in order to ensure consistency from performance to performance.
- Being the lead on all emergencies, such as illness or bad weather.
- Managing the safe driving schedule with actors in accordance with CRT's policies and local/federal laws.
- Follow safe driving practices with a fully loaded trailer and scheduling maintenance for vehicles as needed.
- Maintaining or repairing props, costumes and set pieces as needed.
- Manage travel accommodations such as checking in and out of stays, providing payment information, rebooking accommodations if needed and planning meals while on the road.
- Communicate successes or challenges to the Education Director and Production Manager through written performance reports and tour expense logs.

## **Qualifications, Experience and Skills**

- Minimum four years of stage management experience. Preferably two years of touring experience. Preferably two years of experience with Theatre for Young Audience.
- Must have a valid driver's license.
- Must have strong organizational, communication and interpersonal skills.
- Have the ability to use Microsoft Office and other office software.
- Have strong leadership abilities and be able to lead a diverse team of professionals.
- Show enthusiasm to work and create a respectful, inclusive and fast pace environment.
- Must be able to lift 50 pounds' safely.

## **About Creede Repertory Theatre**

Founded in 1966, Creede Repertory Theatre (CRT) is a professional theatre company located at 9,000 feet in a spectacular location in the San Juan Mountains of Colorado. The historic town of Creede offers beautiful mountain views, hiking trails and stunning campsites. Each season, CRT produces 7-10 plays in rotating repertory, hosts numerous musicals events and concerts, develops new works through the Headwaters New Play Program, and creates nationally recognized educational programs. As part of its values, Creede Repertory Theatre is dedicated to Equity, Diversity, and Inclusion in every aspect of the company and is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

## **About Creede Repertory Theatre Young Audience Outreach Tour**

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. Starting in our 2018 season, we expanded with a second tour in Northwest Kansas.

## **How to Apply**

To apply for this position or any other production position at Creede Repertory Theatre, visit [www.creederep.org/work-at-crt/](http://www.creederep.org/work-at-crt/) between November 1<sup>st</sup> through February 15<sup>th</sup>. Please no phone calls.