



### **Mission**

To enrich the community, share thought provoking narratives, and create nurturing environments through the arts.

### **Vision**

Cultivating an artistically conscious community, through innovative and accessible performances that celebrate humanity and the power of storytelling.



## **Stage Manager**

***Brevo Theatre is seeking a skilled and highly motivated Stage Manager to help support our various programs throughout the season. (Program based compensation - TBD)***

### **Primary Functions**

- Planning and overseeing the stage production's execution and also the run-throughs.
- Recording any stage or performance details to get evaluation and improvement from the director, all cast, and crew members.
- Ensuring the actors, actresses, and crew members aware of their mistakes or any changes on stage.
- Making schedules of rehearsal times.
- Informing the wardrobe and costume department about the director's vision.
- Directing casts behind the curtains when the performance is playing.
- Explaining the properties or any costumes needs to artisans.
- Making sure all the costumes, wardrobes, and properties are delivered on time and correct.
- Assisting the director in reviewing the performance.
- Posting the crew members and casts list.
- Communicating with Production Manager on all Production related details.
- Reporting any logistic problems to the producer or director.

### **Experience and Qualifications**

- Excellent organizational skills
- Multitasking under pressure
- Great interpersonal skills
- Strong knowledge about theatrical production.
- Being familiar with theatrical technical production such as lighting.
- Specific knowledge about stage directions, the production, and the scripts.
- Managing time efficiently and effectively.
- Adequate physical stamina to remain walking, moving, and standing.
- Strong knowledge about safety procedures in a theatrical production.

### **Must Possess the Following Personal Characteristics**

- High integrity
- Resourcefulness
- Creativity
- Flexibility

Cover letter describing interest and qualifications for the position, along with a resume and the names of three (3) professional references should be emailed to [casting@brevotheatre.org](mailto:casting@brevotheatre.org), and place "Stage Manager Position" in the subject line. All applications will be treated as confidential and references will not be contacted without an applicant's knowledge.