



Community Art Center Foundation

DATE POSTED: 12/16/21

POSITION TITLE: Intern Stage Manager

Position Summary:

The Prizery in South Boston, Virginia is seeking a skilled Stage Management Intern to join its production team. A successful candidate will have comprehensive knowledge of stage management, be a self-starter with exceptional organizational skills and possess the ability to interact with diverse audiences, including guest artists, staff, and volunteers in a professional and confidential manner in a fast-paced work environment. Our SummerStock Theater Festival season contracts begin as early as May 16th 2022 and runs as late August 15th. The right person may be offered a yearlong contract to continue September through August of 2022/23.

Essential Functions:

- Stage manage 2 youth productions and ASM 2-3 productions per summer season, which includes: attending production meetings, auditions, rehearsals, and calling the shows. Productions may include special events and rentals as well as regularly scheduled events and productions.
- Assist volunteer stage managers with paperwork such as blocking notation, props lists, cue lists, callboards, writing cues in book, etc.
- Act as the liaison between volunteer stage managers and the production team through regular reports to Production Stage Manager.
- Attend all production meetings and maintain minutes for those meetings.
- Perform clerical duties, including, but not limited to, entering audition information in database; assisting with the upkeep of the Master Calendar; copying and distributing rehearsal and show reports to appropriate staff members, and maintaining script/score library.
- Train Prizery student stage managers through one-on-one training sessions and supervise them during rehearsals.
- Perform related duties as assigned by supervisor.

Qualifications and Skill Requirements:

- Bachelor of Arts or Bachelor of Fine Arts Degree in Theatre, preferably theatre management, or any equivalent combination of experience and/or training.
- Comprehensive knowledge of stage management, from rehearsal process through production. Prior practical stage management experience is a plus.
- More than basic knowledge of all aspects of theatre, including design, construction, house management and box office.
- Exceptional organizational skills and the ability to work independently as well as the ability to supervise and train volunteers with little or no prior experience, including youth.
- Must possess the ability to interact with diverse audiences, including guest artists, staff, and volunteers in a professional and confidential manner.

Physical Requirements:

- Must be able to lift 25lbs.
- The physical ability to travel between various locations is required.
- Reasonable accommodations will be made to enable individuals to perform essential functions.

The Prizery theatre and Arts Center is a 501c3 not for profit society. We operate a 38,000 square foot arts center with a 260 seat theatre, art gallery, banquet and cabaret hall as well as classrooms and various other spaces for education, community gathering and festivity. For 10 years before Covid-19 The SummerStock Theatre season has drawn professional artists and early career college students to South Boston for a SummerStock theatre season featuring Broadway musicals and theatre productions aimed at local and visiting audiences to the southern Virginia region. This summer we will produce 3 professional shows and two youth camp productions for local children and youth. All incoming performers, artistic and production staff will be paid a weekly stipend and housing while in residence for the summer. Intern stipends vary between \$100-\$250 depending on experience and contract.