



Job Title: Stage Manager

General Description:

The Stage Manager is a hands-on position and works closely with different crews, (local venue crews and artists band crews) to prepare the stage, technical areas, and equipment for appropriate stage rotation and to make sure the concert goes on as planned

Duties/Responsibilities:

- Working knowledge of technical aspects of concert production
- Works directly with traveling production crew regarding stage layout for artist entry, proper stage rotation and placement of tech areas
- Manages and provides guidance to stage hand crews for loading equipment in and out, works with traveling crews throughout the event
- Aids in the training of stage hands to assist in their development and technical expertise
- “Sets the stage” throughout the venue assuring a clean, safe, well-run show; securing cabling, production equipment and orient artist’s engineers
- Identify sightline or obstruction issues and manages effectively
- Inventories and stores house equipment properly after each show
- Additionally, assists the production manager in regards to sound & lights and other duties as needed

Qualifications:

- Possess strong organizational and communication skills
- Attention to detail and problem-solving skills
- Ability to work cooperatively and effectively with a wide variety of people including management
- Deal calmly and effectively with high stress situations involving coworkers and visiting crews
- Reliable, responsible, and dependable
- Regular access and the ability to send/receive email text messages

Physical Demands/ Working Environment:

- Must be available for “ALL” show dates in the Season, from April – Labor Day,
- Able to lift 50 pounds
- Prolonged periods of standing, bending, walking, twisting, and climbing stairs
- Ability to work outside in varying temperatures, fast-paced environment and often loud
- Reliable transportation to and from work

Cape Cod Melody Tent in Hyannis, MA and the South Shore Music Circus in Cohasset, MA, are sister venues, each with a 2300 seating capacity for all-ages. Our venues are seasonal and are tented outdoor theaters. We have been presenting national touring live music, children’s theater, and comedy performances continuously for over 69 years.

Apply online at <http://www.melodytent.org/contact/employment-opportunities/>

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