



Government of the Republic of Trinidad and Tobago
**Ministry of Community Development,
Culture and the Arts**

JOB SPECIFICATION

JOB TITLE	STAGE MANAGER
REPORTS TO:	TECHNICAL COORDINATOR
SUPERVISES:	N/A
KEY LIASIONS:	ARTISTIC DIRECTOR FINANCIAL CONTROLLER RESIDENT PLAYER APPRENTICE PLAYER COSTUME COORDINATOR

JOB SUMMARY:

The Stage Manager oversees the rehearsals and performances of the National Theatre Arts Company and manages the backstage and onstage areas during in-house and touring performances. He/she assists the director and coordinates technical elements for the smooth running of rehearsals and performances. He/she synchronizes the actors, technical staff, sets and props, costume fittings and scene changes during rehearsals and performances.

MAJOR RESPONSIBILITIES:

- Collaborate with artistic and technical staff to develop and implement artistic and technical plan for rehearsal and performances.
- Record blocking, light, sound, prop, set and costume changes, cues and entrances of performers for the technical and artistic operations of the production.
- Advice on movements on stage, script changes and props, light, sound and scenery needs.
- Cue artistic and technical staff during rehearsals and performances and communicate director's wishes.
- Direct changes to the set between scene changes, prompting actors, coordinating stage crew and cueing technicians.
- Schedule, arrange and call production meetings, rehearsals, fittings, performances and publicity events to artistic and technical staff.
- Keep an up-to-date production calendar for rehearsals and performances.
- Reserve, manage and maintain rehearsal and performance spaces.
- Plan, procure, manage and tracks props, furniture and set dressings.
- Liaise with front-of-house staff and artistic staff including the director, staff at performance venues, stage personnel and other technical departments.
- Any other related duties.

SKILLS, KNOWLEDGE AND ABILITY:

- Intermediate skills in theatre and stagecraft.
- Intermediate supervisory skills.
- Working knowledge of technical and artistic elements of performances.
- Working knowledge of current stage practice.'
- Working knowledge of technical theatre systems including lighting and sound systems.
- General knowledge of supervisory practices and principles.
- General knowledge of a range of computer applications including word-processing, spreadsheets, media and web technologies.
- General knowledge of relevant health and safety, legislation and good working practice.

EDUCATION:

Certificate in Fine Arts with specialization in technical theatre production or a related field.

TRAINING:

Experience in stage management and/or theatre production.