



Job Description: Production Stage Manager

Employer: City Springs Theatre Company

Reports To: Artistic Associate

Union Affiliation: Actors Equity Association (AEA)

Position Description:

City Springs Theatre Company seeks an experienced and highly organized AEA Production Stage Manager (PSM) to lead stage management operations for CSTC's mainstage productions. The PSM serves as the central communication point for directors, designers, performers, crew, and staff, and is responsible for ensuring that all rehearsals and performances run smoothly, efficiently, and in compliance with AEA, IATSE, and AFM work rules and regulations.

Primary Responsibilities:

- Supervise all stage management staff, including Assistant Stage Managers.
- Oversee all rehearsals and performances, including rehearsal room setup, documentation, scheduling, and reporting.
- Call all performances, ensuring accurate execution of lighting, sound, scenic, projection, and automation cues.
- Serve as the central communication liaison between the artistic team, musicians, crew, and company management.
- Prepare and maintain the prompt book, blocking notation, and performance paperwork.
- Attend production meetings, distribute rehearsal/performance reports, and ensure timely communication across all departments.
- Coordinate with the Production Manager and Technical Director regarding technical rehearsals, load-ins, and strikes.
- Maintain safe and respectful working conditions in compliance with AEA, AFM, and IATSE agreements, CSTC policies, and industry best practices.
- Support emergency planning and problem-solving during rehearsals and performances as required.

Job Requirements:

- Demonstrated experience as an AEA Production Stage Manager in professional musical theatre or large-scale theatrical productions.
- Strong working knowledge of AEA, AFM, and IATSE agreements and work rules.
- Exceptional organizational, leadership, and communication skills.
- Ability to manage multiple priorities and deadlines in a fast-paced production schedule.
- Proficiency with Microsoft Office and Google Workspace; familiarity with stage management tools such as StageWrite is preferred.
- Experience working with large ensembles, children, and live orchestras is strongly preferred.

Compensation:

- This position is contracted under the AEA agreement.
- Competitive weekly salary commensurate with experience.

Application Instructions:

Interested applicants should submit a cover letter, resume, and three professional references to productionjobs@cityspringstheatre.com. Applications will be reviewed on a rolling basis until the position is filled. Incomplete submissions may not be considered.