

Stage Manager

Derby Dinner Playhouse is currently seeking a Stage Manager for its 49th season. The Stage Manager is an essential member of the production team, and serves as the hub of communication between actors, the director, the production team, and crew members. They keep all aspects of rehearsal, tech, and performance running smoothly, on time, and organized.

Derby Dinner Playhouse is in its 48th season and is located in Clarksville, IN, just outside of the Louisville, KY metro area. Derby Dinner produces 8 mainstage and 4 children's musical theatre shows and our seasonal concert series brings in 6-8 guest performances in our 500 seat arena theatre each season. For more information, please visit www.DerbyDinner.com.

Essential Duties and Responsibilities

- Attend and run all rehearsals, technical/dress rehearsals, and performances
- Prepare and maintain rehearsal space including tidying, organizing rehearsal props, taping ground plan on rehearsal room floor as needed, etc.
- Facilitate/create and distribute the daily call for all rehearsals, tech/dress rehearsals and performances
- Facilitate timely breaks during rehearsals, in coordination with the Director
- Create and distribute rehearsal reports and performance reports
- Attend all concept and production meetings; take and distribute notes from these meetings

- Supervise the stage crew during technical rehearsals and performances
- Maintain backstage spaces during tech, dress, and run for each show.
- Create and maintain technical running paperwork related to each production
- Other duties as assigned

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

Physical Demands/Work Environment

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Necessary accommodations can be made to enable individuals with disabilities to perform the essential functions.

Additional Details

- Salary is commensurate with experience
- Benefits package including medical, dental, and vision
- 401k
- Paid vacation
- Assistance with relocation
- Position to start ASAP

Covid Vaccination Information

Effective as of July 1, 2021, Derby Dinner Playhouse requires that all employees be vaccinated against COVID-19 as a condition of employment, subject to accommodation. If you are hired, we will require you to prove that you have received the COVID-19

vaccine or have a valid documented religious or medical reason not to be vaccinated. This paragraph informs you of the company's expectations before you begin work at Derby Dinner Playhouse and you should not reveal information about your COVID-19 vaccination status prior to receiving an offer of employment.

Derby Dinner Playhouse is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.

To Apply:

Please send a resume, letter of interest, and 3 professional references to Andrew Duff, Production Manager at aduff@derbydinner.com. Review of applications will begin ASAP and will remain open until the position is filled.