



## **Director of Stage Management and Volunteers Job Opening**

Manager of cross-departmental projects, with specific leadership roles in schedule planning and adherence, written and verbal communication, relationship-building and productivity. Responsible for primary leadership of the volunteer engagement team, including engineering systems for recruiting, identifying, hiring and successfully integrating volunteers and volunteer managers. Responsible for primary leadership of stage management teams, including engineering systems for recruiting, identifying, hiring and successfully integrating stage management teams and training new stage managers.

### **Posting Date**

3/16/2023

### **Closing Date**

3/22/2023

### **Minimum Position Qualifications**

Bachelor's Degree and five years of theatrical work experience, preferably in stage management or production management. An equivalent combination of education, training and experience may be substituted for the degree requirement.

### **Special Conditions**

The theatre is especially interested in candidates with a background in volunteer recruitment and retention.

### **Work Schedule**

Monday - Friday, 9:00 AM - 5:00 PM

Frequent weekends and evenings throughout the season.

### **Working Conditions**

While performing the duties of this job, the employee is regularly required to sit; use hands to handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

### **Special Instructions to Applicants**

Candidates who are called for an interview must notify the Executive Producer in writing of any reasonable accommodation needed prior to the interview date.

### **Positions Supervised**

Supervises or co-supervises, throughout the season – up to 14 guest stage managers, 20 guest assistant stage managers, 2-6 production interns, and over 700 front and back of house volunteers. (5-50 volunteers per day are employed 355 days a year, totaling upwards of 74,000 annual service hours.)

### **Knowledge, Skills, and Abilities**

- A self-starter with the ability to thrive in a sometimes fast-paced environment, simultaneously being a resource on several projects at a time
- Solid understanding of scheduling. Ability to think and plan ahead, while comfortable switching gears when needed, without losing momentum
- Understands the mechanics of how a theatrical production is run. Understanding of non-profit/community theatre a plus
- Strong written and verbal communication skills and the ability to multi-task while under pressure
- Willingness to continue learning to ensure understanding of current production process and volunteer needs
- People-oriented, mentor, motivator, positive influencer
- Ability to process a large number of emails. (It is not unusual to send and receive 50-60 emails per day.)
- Proficiency in Microsoft Word, Microsoft Excel, Google Docs, Google Sheets, Google Drive and Dropbox
- Familiarity with the volunteer management program CERVIS is beneficial but not required

### **Duties & Responsibilities**

- Director of Stage Management:
  - Develop and maintain systems for stage management recruitment, training, placement, supervision, evaluation, and retention
  - Oversee stage management teams for 11-13 productions annually
  - Assist with communication, organization, paperwork as needed
  - Recruit and train stage managers and crew for each production
  - Attend and participate in production meetings and technical rehearsals to facilitate communication, collaboration, and organization of priorities.
  - Chief administrator for the organization's master and meeting calendars
- Director of Volunteers
  - Develop and maintain systems of volunteer recruitment, training, placement, supervision, evaluation, and retention.
  - Work with production staff to appoint volunteer workers in production areas.
  - Guide production and other staff with contemporary concepts for volunteer training and retention.
  - Coordinate cast meals and snacks for Stikes and Sitzprobes provided by Theatre meals.
  - Help plan and staff special events such as Spring Faire, Women in the Arts, the Gala, B.B. Awards, and more
  - Auditions Manager - Plan, organize and facilitate audition procedures for 11-14 productions annually
  - Develop, maintain, and monitor budget for the volunteer department and stage management needs. Procure and manage supply inventory for the volunteer department and stage management needs.
  - Primary planner and facilitator of annual volunteer recognition and awards event, catering to 250+ guests

- o Create content and communicate to our Marketing Director any updates to website pages that relate to volunteering, auditioning and interning at Theatre Memphis
- o Create regular content for the Theatre Memphis Volunteer Facebook group
- o Work with the communications and marketing department to develop publicity materials to recruit and showcase volunteers.
- o Work with the outreach department on community participation that leads to volunteer recruitment.
- o Coordinate cast meals and snacks for Stikes and Sitzprobes provided by Theatre meals.
- o Assist with Tech Academy programming
- Overall engagement of communication
  - o Open door policy
  - o Willingness to answer questions for volunteers and provide additional training as needed
- Performs other duties as required or requested.

### **Required Application Documents**

1. Cover Letter
2. Resume
3. References List
4. Answers to Supplemental Questions:
  - a. Describe your work with volunteer recruitment/management. Include a description of your management style.
  - b. Describe your work using the Microsoft Office Suite, Google Suite, and any data management program with which you are proficient.

### **Benefits**

- Starting salary: \$38,000
- Affordable health insurance plans. (90% of employee insurance paid by Theatre Memphis)
- Dental plan available
- 401k plan available
- Starting vacation time: 5 days of flexible paid vacation
- Guaranteed paid time off Dec 24<sup>th</sup> to Jan 2<sup>nd</sup>
- Paid time off for major holidays
- 6 sick days per year, with rollover of unused days for one year

### **About Theatre Memphis**

Theatre Memphis is a well-established theatre, staffed with talented professionals who produce high-quality work with a community theatre's affable spirit. We seek to engage diverse and energetic teams that comprise many shapes, sizes, colors, genders and ages. At 101+ years of nearly continuous production, Theatre Memphis produces 11-14 shows in 2 spaces per year in the growing arts community of Memphis, TN. Be a part of the dedicated team leading Theatre Memphis into its second century.

### **TO APPLY**

Please send Cover Letter, Resume, Reference List & Answers to Supplemental Questions to: Executive Producer, Debbie Litch ([dlitch@theatrememphis.org](mailto:dlitch@theatrememphis.org)) and Production Manager, Michael Compton ([mcompton@theatrememphis.org](mailto:mcompton@theatrememphis.org)).

No phone calls, please.