



Touring Stage Manager

Approximate Dates for Position: October 1, 2024 - Feb 15, 2025

Tour Dates: Wednesday, January 29 - Friday, February 7, 2025

Compensation

This is a project-based role, not a full-time role. SLMDances cannot currently commit to being a primary income source.

Pre and Post Production Work: \$25/hour for up to 40-50 hours of work

Tour: \$2000 (10 days) + travel, housing, and \$60 per diem

Job Description

SLMDances seeks a non-equity Stage Manager who believes in and upholds our Core Values: DREAMING, ACTIVISM, TRANSPARENCY, HUMANITY, COMMUNITY, LEARNING.

The Stage Manager is a personable and experienced professional with a background in stage management for dance and theater, who will be present at and support rehearsals and touring performances in the 2024-25 season. This season SLMDances will tour its interactive multi-media installation [What Does PURPLE Sound Like?](#) to the [Center for Performing Arts at Penn State University](#). The installation will include performances by 4 SLMDances performers and up to 20 community participant performers.

Candidates are collaborative, creative and self-motivated team players who can meet surprises and challenges with grace, humor, and patience. Candidates should have exceptional organization and time management skills with an attention for detail. You have strong interpersonal and communication skills, are a person who can multitask, and can work calmly in a time sensitive environment. You are comfortable developing new working relationships quickly including SLMDances personnel and collaborators we engage through our work.

Remote work includes meetings and pre and post production administrative responsibilities. In person work includes attendance at rehearsals as needed, working on site during touring production, and other in person tasks as needed. PLEASE NOTE: This position has irregular hours with regular night and weekend responsibilities.



RESPONSIBILITIES

- General
 - Works directly with the Artistic Executive Director, Production Manager and other SLMDances team members to create and maintain a sustainable performance experience (for artists and audience members).
 - Attend meetings with the SLMDances team and with Center for Performing Arts team at Penn State University
 - Support Artistic Director, Production Manager, and Company Manager to create/maintain the tech rider for each production and ensure that this has been communicated with the PSU collaborators as necessary.
 - Ensure that Community Agreements are uplifted and adhered to.
- Rehearsals:
 - Help run and supervise multiple rehearsal rooms; including, but not limited to daily props set up, performer needs during rehearsal, running lights and sounds, props clean up.
 - Collaborate with the creative team about needs for the day
 - Develop, uphold and action safety protocols
 - Input notes and summaries into the rehearsal report
 - Create and maintain show related paperwork including script maintenance, blocking notation, and all other tracking paperwork
 - Document rehearsal progress and technical developments with video recordings and notes; archive videos and distribute notes as directed
 - Liaise with various internal SLMDances and PSU departments to keep everyone up to date on progress
 - Develop stage management show run track
 - Create protocols and systems for the run of show
- Show Run:
 - Develop, uphold and action safety protocols
 - Ensure all backstage and front of house tasks are delegated to any technical staff onsite. Overseeing all backstage and front of house tasks alongside any technical staff onsite.
 - Preset check props and set pieces
 - Run performance track as assigned
 - Check in SLMDances and community performers before each performance
 - Guide and assist audience members patiently and efficiently
 - Call all technical cues for performances during tour week
 - Call and ensure reasonable break times in all rehearsals during tour week
 - Draft and distribute nightly show report



- Work with the directors and production manager to observe and note the show to maintain the content and performances
- Be able to respond to performer injuries and first aid needs
- Share in advance any questions or notes for scheduled meetings & rehearsals.
- Supporting the Production Manager in their work.

The above statements are intended to describe the general nature and level of work performed by the Stage Manager. They are not intended to be construed as an exhaustive list of all job duties. Management reserves the right to revise or amend duties at any time.

SKILLS AND TRAINING

- Minimum of 2 to 3 years of Dance or Theater Stage Management experience or similar professional production related experience. Significant experience with props management is a plus.
- Ability to think proactively and make decisions independently as well as collaborate with a team
- Effective communication and interpersonal skills.
- Adaptable, responsive, and the ability to creatively problem solve
- Strong organizational skills, detail orientation, and excellent follow through
- Emotional intelligence, and the ability to read the room, hold space for, and rally/guide a multigenerational, multi-identity team
- Ability to work efficiently and manage multiple projects simultaneously
- Ability to work flexible hours, including evenings and weekends, as needed

APPLY

- To apply, please send a relevant resume, 1 reference, and a short paragraph detailing your past touring stage management experience and explaining why you are interested, to allegra@slmdances.com. Position will be filled on a rolling basis. We are looking to hire immediately.

SLMDances is an Equal Opportunity Employer and encourages a diverse workforce. All gender identities and members of the BIPOC, AAPI and LGBTQ+ communities are strongly encouraged to apply.

It is the employment policy of SLMDances that all contractors must be fully vaccinated and boosted against Covid-19 prior to arrival. Proof will be required; a copy will be made and kept in a secure and confidential file. All contractors must also be willing to mask and test on a regular basis for in person activities.



Who We Are

SLMDances works collaboratively, values continual learning, and is invested in one another's success. Each of our artists is a bawse in their own right: we are responsive, creative problem solvers, independent thinkers and clear communicators who are organized, appreciative of feedback, and value high quality work.

We invite one another to show up with our full selves and lean into relationship building. We invite ourselves to listen to each other with all of our senses. We are empowered to work at our own pace. We have permission to take care of ourselves and give ourselves what we need individually in order to be grounded and prepared for our time together: water, food, pleasure, and other ritual practices. We invite one another to come as we are and be where we are, especially in the age of virtual work — so we move, stretch, turn off cameras, wear our bonnets, have our kids and cats running through the space etc. as needed. We invite one another to engage with compassion and grace for ourselves and others.

To learn more about SLMDances, please visit slmdances.com.