

ACTORS EQUITY ASSOCIATION (AEA) LOCAL STAGE MANAGER for *Becoming Dr. Ruth*

Classification: Full time temporary

Term of Employment: Prep Week March 7, 2023 through April 23, 2023 Closing Performance

Reports to: Director of Production

Salary: LORT D AEA Stage Manager minimum rate; includes tech week bump up, health, pension and welfare contributions

Location: Cleveland, OH

Cleveland Play House (CPH) is seeking a **LOCAL AEA Stage Manager** to join the production and artistic team to help facilitate re-mounting Theatre J's production of *Becoming Dr. Ruth* in the Outcalt Theatre. This position manages the overall operation of rehearsals and performances, by assembling and communicating detailed information, and maintaining an inclusive, safe and organized workspace.

Responsibilities Include:

- Establish and maintain detailed, consistent, accurate, clear, and compassionate communication in person, on Zoom, through email and other modes with appropriate team members
- Coordinate, plan, and manage daily rehearsals, performances and additional costume/hair/makeup fittings, recording sessions, photo calls, etc.
- Attend production meetings, prop meetings and other meetings as needed
- Create, distribute and maintain documentation using Microsoft Suite and Dropbox:
 - daily rehearsal and performance reports
 - daily schedules
 - production calendar
 - contact list
 - scene breakdown
 - timed scenes and performance run time
 - entrance and exit charts
 - run sheet with plotted scene shifts
 - other documentation as meets the needs of each production, including cue sheets, prop tracking, script edits, run of show, etc.
 - prompt book
- Ensure availability and set up of rehearsal, backstage and onstage spaces
- Be the executive instrument in the technical running of each performance, including making preshow calls, checking presets, communicate with House Manager, calling cues and monitoring personnel, and rehearse and call understudies
- Maintain artistic intentions of the production after opening, giving acting and crew notes
- Maintain confidentiality with private information, keeping records of attendance, safety issues, etc.
- Ensure company's welfare, maintain working knowledge of relevant health and safety best practices
- Foster equitable, diverse, inclusive, anti-racist work culture and practices
- Apply an understanding of IATSE and AEA and union requirements impacting production

Relevant experience:

- Meeting access-needs
- Supporting accessibility programming including ASL-interpreted, open-captioned and audio described performances
- Training in first responder, safety evacuation training, conflict resolution or cultural competency

Work Schedule, Following LORT AEA Agreement:

Varied throughout production run; 6 days/week, Tuesday-Sunday, morning, afternoon, evening and weekend hours, 40 – 52 contract hours per week, (detailed breakdown available)

Benefits:

- Contributions to AEA pension, health and welfare as outlined by the LORT-AEA collective bargaining agreement at the current LORT (D) rates
- Tickets to select CPH productions subject to availability
- Parking available at employee's cost

Interested applicants should upload a cover letter with a resume and submit that information through the CPH website. Please indicate in the cover letter how you heard about this position. For additional information on Cleveland Play House, including more information on employee benefits and our company culture, visit our website at www.clevelandplayhouse.com.

Cleveland Play House is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

CPH is on an active and ongoing journey to becoming an anti-racist organization, fostering and sustaining a culture that values community, social justice and equity. Please learn more about where we started on this journey in CPH's April 2, 2021 statement: <https://www.clevelandplayhouse.com/cph-statement>

**** CPH has a mandatory Covid-19 vaccination policy for all employees****