

## JOB DESCRIPTION

**JOB TITLE:** Stage Manager, Assistant Stage Managers, Production Assistants, Stage Management Interns

**DEPARTMENT:** Production

**REPORTS TO:** Production Stage Manager

**PREPARED DATE:** 9/5/2017

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### ABOUT DALLAS THEATER CENTER:

*One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyly Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. Under the leadership of Enloe/Rose Artistic Director Kevin Moriarty and Managing Director Jeffrey Woodward, DTC produces a seven-play subscription series of classics, musicals and new plays and an annual production of A Christmas Carol; extensive education programs, including the Award-winning Project Discovery, SummerStage and partnerships with Southern Methodist University's Meadows School of the Arts and Booker T. Washington High School for the Performing and Visual Arts; and many community collaboration efforts with local organizations. In 2017, DTC launched Public Works Dallas, a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual production featuring over 200 Dallas citizens performing a Shakespeare play. Throughout its history, DTC has produced many new works, including recent premieres of Miller, Mississippi by Boo Killebrew; Hood: The Robin Hood Musical Adventure by Douglas Carter Beane and Lewis Flinn; Bella: An American Tall Tale by Kirsten Childs; Deferred Action by Lee Trull and David Lozano; Clarkston by Samuel D. Hunter; The Fortress of Solitude by Michael Friedman and Itamar Moses; Giant by Michael John LaChiusa and Sybille Pearson, and many more.*

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### SUMMARY

Dallas Theater Center is now accepting resumes for stage managers, assistant stage managers, production assistants and stage management interns for the 2017/18 season. Candidates should be dedicated, hard working, self-motivated, able to maintain a positive attitude, and detail oriented. Positions are seasonal on a show-by-show basis with contracts starting as early as November 2017. DTC operates under a LORT B/C/D agreement with AEA. Local applicants only. Please send resume with references to: [megan.winters@dallastheatercenter.org](mailto:megan.winters@dallastheatercenter.org). No phone calls please.

### ESSENTIAL DUTIES

- Work as a member of the stage management team.
- Schedule and run all rehearsals, technical rehearsals and performances.
- Communicate effectively with creatives, designers, actors and crew.
- Maintain a safe and clean rehearsal and office environment.
- Provide general support to the stage management department as assigned.

### SKILLS AND KNOWLEDGE REQUIREMENTS

- Experience working in a LORT or other professional theatre.
- Knowledge of AEA LORT rules and regulations.
- Computer literacy including MS Office, Adobe Acrobat, Photoshop, and Final Draft strongly preferred.
- Strong organizational and leadership skills.
- Excellent communication skills.
- Ability to stay calm and work well under pressure.

### EDUCATION REQUIREMENTS

Bachelor's degree in theater arts required. Emphasis on Stage Management preferred.

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

**Please submit resume and cover letter via email to [production-jobs@dallastheatercenter.org](mailto:production-jobs@dallastheatercenter.org).**