

DALLAS THEATER CENTER

2400 Flora Street Dallas, Texas 75201 (214) 521-7666 Fax DallasTheaterCenter.org

JOB TITLE: Stage Management Apprentice (SMA)
DEPARTMENT: Production / Stage Management
REPORTS TO: Production Stage Manager
PREPARED DATE: Monday, March 11th, 2019
CLASSIFICATION:

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; 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. As a member of The League of Resident Theaters (LORT), DTC operates under the LORT agreement with Actors' Equity, the Stage Directors and Choreographers Society and United Scenic Artists.

MISSION STATEMENT: The mission of DTC is to engage, entertain and inspire our diverse community by creating experiences that stimulate new ways of thinking and living. We will do this by consistently producing plays, educational programs, and other initiatives that are of the highest quality and reach the broadest possible constituency.

DIVERSITY AND INCLUSION STATEMENT: Dallas Theater Center strongly believes that an effective workforce includes employees from different and diverse backgrounds and experiences that together form a more creative, innovative, and productive environment. As a leading national theater, DTC recognizes that building an equitable, diverse and inclusive environment is the key ingredient to its relevance and sustainability in the community it serves.

KEY RELATIONSHIPS:

- Production Stage Manager
- Staff ASM
- Overhire Stage Manager(s), Assistant Stage Manager(s), Production Assistant(s), SM Intern(s), and Child Supervisors
- Director(s) of all productions throughout the season
- Actors(s) of all productions throughout the season

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KEY DUTIES & RESPONSIBILITIES:

- Assist the Production Stage Manager and Staff ASM on a regular basis providing general support as needed and assigned.
- Ensure hospitality is fully stocked on all campuses.
- Ensure the office is fully stocked with all administrative and office supplies.
- Assist Staff ASM in maintaining organization of the SM office and departmental functions.
- Attend bi-weekly check-ins as well as bi-annual reviews with the Production Stage Manager.
- Attend all Full Company Meetings throughout the season.
- Attend all Meet and Greets throughout the season as available.
- Assist in support of institution special events (Gala, Opening Nights, etc.) as needed.
- Assist AEA Stage Manager(s) with pre-production and strike for all shows.
- Assist AEA Stage Manager(s) with rehearsal process, run and close of assigned shows.

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments

SKILLS, KNOWLEDGE REQUIREMENTS, AND ESSENTIAL ATTRIBUTES:

- General experience with stage management.
- General knowledge of the AEA LORT rules and regulations.
- Computer literacy including MS Office, Adobe Acrobat, Final Draft, Dropbox and Google Mail.
- Excellent time management, organizational and administrative skills.
- Ability and desire to work as part of a team.
- Ability to keep up in a fast pace setting and adapt on the fly.
- Ability to work under pressure while multi-tasking.
- Excellent communication and interpersonal skills.
- Must be available to work extended hours including nights and weekends.

PREFERED SKILLS AND KNOWLEDGE / EDUCATION REQUIREMENTS

- Bachelor's degree (concentration in Stage Management preferred).
- 1-2 years of experience working in a theatrical environment preferred.
- Experience working on large-scale musicals and/or new works 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 send résumé with references and a cover letter to: hr@dallastheatercenter.org with **SM Apprentice** in the subject line.