

Job Description: Part-Time Stage Manager – Little Women

Position: Stage Manager (Part-Time)

Location: Melody Musical Theater Group

Reports to: Director

Contract Type: Part-Time, Temporary (October TBD-February 15th)

Compensation: \$600

Position Summary:

Melody Musical Theater is seeking a highly organized and collaborative **Stage Manager** for its production of *Little Women*. This role is central to the success of the production, supporting both artistic staff and student participants while ensuring rehearsals and performances run efficiently. The ideal candidate is passionate about theater education, excels in communication and organization, and is committed to mentoring youth in both performance and technical roles.

Key Responsibilities

- Serve as the primary point of communication between director, creative team, and production staff
- Create and maintain rehearsal schedules, daily call sheets, and production reports
- Run rehearsals efficiently, including tracking blocking, cues, and notes
- Call all technical cues during performances
- Supervise and mentor student stage crew and assistant stage managers
- Ensure a structured, safe, and inclusive rehearsal environment
- Coordinate backstage operations during tech and performances
- Work closely with designers and technical staff to integrate all production elements
- Oversee organization of scripts, prompt book, and rehearsal materials

Qualifications

- Previous stage management experience (educational or professional)
- Strong organizational, time management, and communication skills

- Ability to lead while maintaining a supportive and educational environment
- Experience working with youth or interest in mentorship and teaching
- Calm, solution-oriented approach in a fast-paced environment
- Ability to commit to the full rehearsal, tech, and performance schedule

Working Conditions:

- Daytime availability is required, particularly during rehearsal and performance weeks.
- Flexibility and a willingness to adapt to changes in scheduling or production needs.
- Ability to work both independently and as part of a collaborative team.

Schedule & Compensation:

- Rehearsals begin in October at Melody Musical Theater.
- Rehearsals are TBD - based on cast availability. Likely Mondays/Wednesdays/Thursdays/Occasional Saturdays
- Performances will take place February 12-14 at Westminster High School.
- Stipend of \$600 paid upon ticket remittance.

This job description is a general outline of the duties and responsibilities required for the Stage Manager role and is not intended to be an exhaustive list. The duties of this role may evolve as needed throughout the course of the production.

To Apply:

Please submit your resume, a brief cover letter detailing your relevant experience, and any other materials (portfolio, references, etc.) to chelsey@melodymusicaltheater.org.

Legal Considerations and Compliance:

- **Equal Opportunity Employer:** Melody Musical Theater Group is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or

expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

- **Wage and Hour Laws:** Compensation for this position is in compliance with Colorado's minimum wage laws and is subject to adjustments based on applicable overtime laws.
- **Child Labor Compliance:** If applicable, this position complies with Colorado's child labor laws, including work hour restrictions and conditions for youth performers and crew.
- **Background Checks:** All applicants are subject to background checks, including criminal history and child abuse clearances, in compliance with state and federal regulations.
- **Workplace Safety:** Melody Musical Theater Group is committed to maintaining a safe and secure environment for all staff and performers. Safety protocols and training will be provided.