

THEATRE PRODUCTION STAGE MANAGER

Wilshire Ebell Theatre has an opening for a full-time Theatre Production Stage Manager for its historic **Theatre** in the Mid-Wilshire area of Los Angeles. This position will provide management of all technical operations of the theatre, including overseeing technical equipment, supervising staff, scheduling, safety enforcement, budgeting, and client relations. Work with incoming clients to advance details of shows booked. Work with Theatre General Manager to ensure that all aspects of the building are in good repair.

QUALIFICATIONS

- Five years of experience in all aspects of technical theatre and stage production, including lighting, audio, rigging, set construction, video and projection, stage management and crew leadership.
- Familiarity with all standard industry technical protocols, safety standards and best practices.
- Ability to manage multiple projects simultaneously while planning for future events and keeping records of past events.
- Good written and verbal communication skills.
- Ability to process and produce documents in Excel, Word and CAD.
- Familiarity with facility operations as a whole necessary to perform this position successfully.
- Historic theatre experience appreciated.
- Must be able to work effectively and efficiently as a supervisor and as a team member with all theatre and clubhouse departments.
- Must be able to communicate comfortably and professionally with many different international cultures.

WORK CONDITIONS

- Position will require normal daily office hours and involve meetings, tours, phone and computer work and supervision of all technical activities in the theatre.
- Successful candidate will also perform nighttime and weekend hours as needed to ensure proper operation of load-ins, events, load-outs, filming and direct supervision of theatre technical staff.
- Ability to lift 40-60 pounds, climb stairs or ladder. Noise level may be loud during certain productions.

PAY AND BENEFITS

- The Ebell of Los Angeles offers a competitive salary depending upon experience, along with an excellent benefit package including Company-paid health and dental insurance, 401k match after one year, and generous vacation, holiday, and sick time benefits.

Please provide a resume and brief cover letter.

Job Type: Full-time

Salary: \$52,000.00 to \$56,000.00 /year

Experience:

- relevant: 5 years (Preferred)

Wilshire Ebell Theatre. "Theatre Production Stage Manager." *Indeed*, November 5, 2019.

www.indeed.com/viewjob?cmp=Wilshire-Ebell-Theatre&t=Theatre+Production+Stage+Manager&jk=4913d9da82ea7298&q=Theatre+Production+Manager&vjs=3.