



Stage Manager

www.avantbard.org

<https://www.facebook.com/AvantBardTheatre>

<https://twitter.com/AvantBard>

<https://instagram.com/avantbardtheatre>

Organization: Avant Bard Theatre (Washington Shakespeare Company [dba Avant Bard Theatre])

Office Address: 3700 S. Four Mile Run Dr., Arlington, VA 22206

Job Title: Stage Manager

Employment Type: Part-time contract employee for each production

Compensation & Benefits: Negotiable

Locations:

- Rehearsal: 3700 S. Four Mile Run Dr., Arlington, VA 22206
- Performance: Gunston Arts Center, 2700 S. Lang St, Arlington, VA 22206

Position Description:

Avant Bard seeks a stage manager for its 2023-2024 season productions: *Coriolanus* (a co-production with Longacre Lea) Jan-Mar 2024, and *Homeless Garden* Mar-May 2024. If you are interested in learning more about the organization and contributing your talents in an exciting and dynamic work environment, please reach out to us with an application!

Position Duties:

- Attending and recording notes and blocking at all rehearsals
- Maintaining the director's vision throughout the rehearsals and run of the show
- Calling cues for the production on the dates assigned
- Running lights and sound for the production on the dates assigned
- Writing and distributing daily Rehearsal and Performance Reports
- Opening the space and dressing rooms pre-show
- Closing and securing the space and dressing rooms post-show
- Ensuring that the cast and crew observe the rules and regulations of the performance space
- Following the final performance, the contractor will organize and clean the sound/lighting booth, supervise and assist the actors in cleaning dressing rooms, and coordinate the proper dispensation of costume and props pieces with the appropriate designers.
- Arrive at least 30 minutes early to rehearsals and performances to ensure proper setup and availability of all items (i.e., rehearsal props, costumes, etc.)
- Serve as the first point-of-contact for the ensemble
- Immediately report any urgent issues to the Production Manager
- Ensure that actors are dismissed when they are no longer needed
- Throughout the run, Stage Manager will be responsible for washing actors under garments, costume pieces, and drop off/pick up costumes at the cleaners.

Location:

Rehearsals will be at Theatre on the Run (3700 S. Four Mile Run Dr., Arlington, VA 22206) and performances will be at Gunston Arts Center (2700 S. Lang St., Arlington, VA 22206). Staff are encouraged to care for their mental and physical wellbeing at all times to ensure a productive, safe, and inclusive environment.

To apply:

Send, via email, a letter of interest and your resume or CV to info@avantbard.org with "Stage Manager Applicant" in the subject line. Please no calls.

Founding Artists

TJ Edwards
Brian Hemmingsen
Christopher Henley

Producing Partners

Kathleen Akerley
Sara Barker
Alyssa Sanders

Board of Directors

Edgar Ndjatou, President
Peter Threadgill, Secretary



Stage Manager

www.avantbard.org

<https://www.facebook.com/AvantBardTheatre>

<https://twitter.com/AvantBard>

<https://instagram.com/avantbardtheatre>

Equal Opportunity

Avant Bard Theatre is an equal opportunity employer. Avant Bard is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on age, citizenship, color, creed, physical or mental disability, economic status, education, ethnicity, family responsibilities, gender identity and expression, genetic information, health status including HIV status, height, housing status, marital status, matriculation, national origin, physical appearance, race, religion, political affiliation, pregnancy, sex, sexual orientation, veteran status or other unlawful factors.

Avant Bard is committed to creating a diverse working environment of people who are hardworking, kind, optimistic, and committed to fostering art within the community. Avant Bard is also committed to creating an environment inclusive of transgender people, nonbinary people, people of color, and people with disabilities.

Avant Bard provides reasonable accommodations for any application, interview, or other aspect of the production team selection process to applicants with disabilities. Please contact us at info@avantbard.org if you require assistance at any stage during the recruitment process. All outreach to info@avantbard.org is kept confidential.

###

Located in Arlington, Virginia, Avant Bard produces thought-provoking theatre. Avant Bard dedicates itself to productions of classic works—both time-tested and contemporary—that take provocative, bold approaches in intimate settings. Since 1990, Avant Bard has delivered high-quality, diverse, and accessible arts to the Washington, D.C. region. Avant Bard's mission includes a commitment to talent development, equity, inclusion, and programmatic excellence.

Founding Artists

TJ Edwards
Brian Hemmingsen
Christopher Henley

Producing Partners

Kathleen Akerley
Sara Barker
Alyssa Sanders

Board of Directors

Edgar Ndjatou, President
Peter Threadgill, Secretary