



Governors State University's Theatre and Performance Studies program is seeking a Stage Manager for its upcoming fall production of *Re-Writing the Declaration*, a devised and audience participatory play.

General Show Information

- Auditions will occur on September 9th and 11th with rehearsals starting on September 14, 2024.
- All rehearsals will occur on the Governors State campus in Chicago's south suburbs.
- Performance dates: November 1 – 3, 2024
- More about the show: <https://www.govst.edu/TAPSDeclaration/>

Stage Manager Responsibilities

- Attend auditions, rehearsals, techs, and performances
- Set up and break down the rehearsal space
- Document, notate, and record devised material/content as the show is built
- Notate blocking and keep an organized promptbook
- Prepare and update all run of show paperwork
- Create and share rehearsal calls in collaboration with the Director
- Maintain and share detailed rehearsal reports
- Run rehearsals in the absence of the director
- Assure performers and crew are on site when needed
- Call the show during technical rehearsals and performances
- Perform additional duties and responsibilities as assigned

Duties in collaboration with the Production Manager

- Create and implement a tech week schedule
- Collect forms and information from cast and crew
- Organize and execute strike

Qualifications

- Proven Stage Management experience
- Ability to travel to the Governors State campus
- Ability to attend all auditions, rehearsals, techs, and performances
- Able to carry out all duties in a timely manner, with a positive attitude
- Good organizational skills

The salary for this position is \$2,700.00.

If interested, send a resume, cover letter, and two references to the Production Manager, Staci Corum, at scorum@govst.edu

* For more information about GSU's TAPS program, visit: <https://www.govst.edu/taps/> or <https://www.facebook.com/TAPSGSU>