

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Stage Manager	SALARY GRADE:	HU-12
DATE CREATED:	June 30, 2014	EEO CODE:	02
JOB CODE:	2112	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION:

This position involves working with the department staff to coordinate all technical elements of the live, taped or media shows and events and to assist the director with the smooth running of rehearsals and performances.

**SUPERVISORY
ACCOUNTABILITY:**

Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE:

Internal contacts include administrators, faculty, students, and staff of the department and the University at large. External contacts include clients, faculty, and staff from other off-site institutions, vendors, and the general public.

**PRINCIPAL
ACCOUNTABILITIES:**

Provide stage management for live, taped or media productions.

Contact cast and production staff as requested by Director. Assure that all members of the production have received scripts, instructions, contact information, and other materials prior to first rehearsal or read-through.

Determine production requirements for set and props in consultation with Director.

Develop rehearsal schedule with Director, Musical Director, and Choreographer, if applicable.

Obtain furniture and props for use during rehearsal.

Attend all rehearsals.

Assure that rehearsal space is set up and that rehearsal props are available.

Assist Director with conduct of rehearsals.

Monitor attendance and tardiness.

At end of rehearsal, coordinate daily cleanup of rehearsal space, secure the premises, and remain on site to assure that all cast members have safely left the premises and acquired transportation.

Develop and maintain a prompt book, including all stage directions, set changes, and prop requirements.

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Stage Manager	SALARY GRADE:	HU-12
DATE CREATED:	June 30, 2014	EEO CODE:	02
JOB CODE:	2112	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

Attend weekly production meetings.

Attend all technical and dress rehearsals, including lighting cue-to-cue rehearsal.

Coordinate light cues with Lighting Designer and Director. Assure that run crew is trained to handle all stage and costume changes.

Provide access to performance space 1/2-hour prior to actors' and crew's call.

Check set, props, lights and other equipment to assure proper operation. Assure that all cast and crew are present.

Start performance at top-of-show and following intermission at the direction of Manager.

Call the performance, including all light and sound cues or other studio directions.

Assure that set pieces and props are appropriately stored at the end of the performance.

Remain on site after securing performance space to assure that all production members have acquired transportation.

Prepares communications describing program events, progress, and special programs for publication.

Participates on appropriate committees relevant to the advancement of the program.

Performs other related duties as assigned.

CORE COMPETENCIES:

Must possess strong background in stage or media management.

Skill in organizing resources and establishing priorities.

Skill in budget preparation and fiscal management.

Ability to communicate English effectively, both orally and in writing.

Ability to establish and maintain harmonious and effective working relations with students, staff, faculty, University officials and the general public.

**MINIMUM
REQUIREMENTS:**

Bachelor's degree in field related to production and appropriate number of years of relevant experience; or the equivalent combination of combined relevant training and experience. Experience in theater, media or live show production organization preferred.

**HOWARD UNIVERSITY
Position Description**

POSITION TITLE:	Stage Manager	SALARY GRADE:	HU-12
DATE CREATED:	June 30, 2014	EEO CODE:	02
JOB CODE:	2112	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation