

# National Tour Stage Manager

Childsplay Theatre – Tempe, AZ



Childsplay, Arizona's professional theatre for young audiences, is seeking a Stage Manager for the Fall 2025 national tour of Maddy's Fridge. Must have experience managing rehearsals and calling shows and possess excellent team leadership skills. Duties include:

- Participating in the planning process, which includes attending production meetings, updating show contact sheets, creating rehearsal/production calendars, and rehearsal/performance reports.
- Setting up and maintaining cleanliness of rehearsal rooms and green room spaces.
- Assisting production department staff and participating in instructing actors on load-in, technical set-up, sound check, load-out and strike procedures.
- Communicating with venues and/or presenters while traveling to confirm arrival and load in times and the needs of the company while on site. Facilitating detailed conversations regarding lighting and sound needs.
- Working with the Company Manager, oversee travel logistics: confirming hotels, ensuring billing is processed correctly and finding directions to and from venues and hotels.
- Supervising Actors – act as supervisor for all actors while on the road.
- Scheduling and executing vehicle maintenance while on the road.
- Sharing in driving duties of company vehicles.
- Scheduling and communicating day to day activities including hotel info, load in, performance details and driving and navigation assignments to cast, crew and production management.
- Leading load-in, technical set-up, focus, sound check and in-theatre rehearsal process as well as load-out and strike.
- Running sound playback or lighting cues (QLab) during performances as necessary.
- Participating in performances as the stage manager, which includes setting call times and normal pre-performance functions to prepare the cast, crew and stage. Coordinating all production maintenance, touch ups, alterations, etc. and/or delivery of broken items to a shop if necessary.
- Record keeping, which includes compilation and distribution of rehearsal/tech notes, performance reports, maintenance and filing of the prompt book, accident reports, management of all receipts and venue check payments to office while travelling. All paperwork must be saved in SharePoint in appropriate folders. Review of credit card statements and petty cash reports as requested.
- Communications with Childsplay staff in Tempe while on the road – including personnel challenges, potential illness, and any other pertinent information.
- Coordination of show-specific needs with marketing, front-of-house and box office both prior to and during performance run.
- Maintaining the director's intentions during the performance run including giving line, blocking, and technical notes as necessary.

The ideal candidate will have superior communication skills with both stage crews and acting companies. Van driving is essential to the position. Must have a valid driver's license and a clean driving

record. Previous tour experience preferred. Any sewing, painting, and crafting skills are a plus. Dates are as follows:

SM Prep Week: 9/8 – 9/12

Rehearsals: 9/15 – 9/26

Tour Dates: 9/29 – 11/25

Salary: \$725/week

Single occupancy lodging is provided while on tour.

By welcoming people with differences in religion, ethnicity, sexual orientation, class, gender identity, ability, and age we are better able to celebrate that which brings humankind together: Imagination and Wonder.

To apply, please email [nhutchinson@childsplayaz.org](mailto:nhutchinson@childsplayaz.org) with your resume, portfolio, and cover letter. This position is ready for immediate hire and will remain open until filled.

For more information about our company please visit [www.childsplayaz.org](http://www.childsplayaz.org)