STAGE MANAGER
Arts & Learning Conservatory (ALC)

The best and brightest always have choices in the Performing Arts Industry. We exist to make high quality arts, equitable and accessible to all children, regardless of socioeconomic status.

The Arts & Learning Conservatory is a highly awarded, leading after-school arts provider in Orange County. Our high-quality arts programs are made accessible to all children regardless of income or background as our goal is to set students up for success in life artistically, academically, and socially. Founded in 2004, the Arts & Learning Conservatory (ALC) reaches nearly 1,500 children annually across numerous campuses throughout Southern California.

We want you to review your time with the Arts & Learning Conservatory as an investment in your future that includes growth along the way. The longer you stay with Arts & Learning Conservatory the wider the breath of opportunities and experiences you will gain and the greater impact you will make on the lives of our youth.

We’re invested in people. We know that our overall success is a combined effort. So if you are looking for an opportunity to express and explore your passion as an accounting and operations professional, in a supportive and inspiring atmosphere, read on!

ARTS & LEARNING CONSERVATORY CULTURE
Students confidently explore the arts within a family-feel environment. We purposefully make each program meaningful, challenging, and impactful.

GENERAL RESPONSIBILITIES
The Stage Manager position for ALC’s youth theater programs carries a multi-faceted function of assistant to the director and production team; developer, manager, and coordinator of the production schedules and Production Book; and supervisor of the production during the tech rehearsals and show performances.

Excellent communication and reporting skills are required. The SM will be expected to produce Daily Rehearsal Reports and Performance Logs while maintaining daily contact with the entire production team. The SM will also maintain accurate information with the cast roster, prop list, and production and rehearsal calendars. It is the responsibility of the SM to organize all of these items and everything pertaining to the production in a Production Book.

Also essential for the success of the production is a complete Prompt Book. The SM will be responsible for compiling blocking notations, cues for lights, sound, shift, ensemble and musical accompaniments in this script. The SM will also be responsible for taping out the set on the floor of the rehearsal room. The SM will gather, store, and return all props and coordinate with the Technical Director wherever necessary in managing sets.
Requirements
- Positive “can do” personality
- Minimum of one-year classroom management experience working with children
- B.A. in Stage Management/Theater, or courses to meet requirements.
- Detail oriented
- Maintains a polite, firm and calm manner
- Ability to problem solve
- Team player

**Wage:** commensurate with experience ($1800-$2k per production)

**Resume submission:** antoinettec@artsandlearning.org