



Merit School of Music
Chicago, Illinois

Temporary Part-Time Position Announcement:

Stage Manager

Summer Production of "Once Upon a Mattress"

Description

Merit School of Music is seeking an aspiring Stage Manager for a summer production of "Once Upon a Mattress" to begin no later than Monday, June 18th. The stage manager is responsible for coordinating all aspects of the production with the Stage and Musical Directors, as well as with the Voice Program Director. The stage manager will be directly involved in the final production, managing backstage duties and ensuring all organizational aspects of the production, as well as calling the show. All rehearsals and performances will take place at the Joy Faith Knapp Music Center in Chicago's West Loop neighborhood (38 S. Peoria St.)

Organization Overview

Since its founding in 1979, Merit School of Music has successfully motivated and inspired over 50,000 young people with high-quality music instruction. The School's broad-ranging comprehensive curriculum, extensive level of financial aid, sense of community and the standard of excellence set forth by the faculty and students are major components of its success.

Merit offers a multi-leveled, structured curriculum in a college preparatory environment. Programs take place at the Joy Faith Knapp Music Center in Chicago's West Loop and at nearly 30 locations in neighborhoods across the City. Instruction is offered to approximately 5,000 students of all ages, from infants to adults, and from beginners to the Juilliard-bound by over 150 accomplished faculty members.

Merit has an annual operating budget of \$6 million, of which nearly half is supported by contributed revenue.

Mission

Merit School of Music transforms the lives of Chicago-area youth through removing barriers to high-quality music education.

Reporting Relationship

The **Stage Manager** reports to the **Voice Program Director**.

Job Responsibilities

Stage Manager responsibilities include, but are not limited to:

- Assisting with basic daily logistics of rehearsals in conjunction with Stage/Musical Directors and/or Program Director
- Managing blocking, notes, and all other components of rehearsals
- Photocopying music for rehearsals and organizing materials as needed
- Assisting directors during rehearsals
- Managing student attendance and conflicts in conjunction with Stage/Musical Directors and/or Program Director
- Communicating rehearsal schedules and other relevant information to students and faculty/staff
- Overseeing load-in of set pieces and associated materials prior to tech week
- Overseeing strike immediately following the final performance
- Maintaining organizational spreadsheets and other documents that pertain to the show
- Calling the show during dress rehearsals and performances
- Other projects as assigned

Personal Skills/Attributes/Qualifications

The ideal candidate would possess the following qualifications:

- Professional and punctual
- Detail oriented
- Proactive/self-starter
- Ability to work amicably with staff, parents and students
- An interest in learning more about the field of theater production/management
- Experience working with all ages of students desired but not mandatory

Educational Requirements

High School Graduate or equivalent

Successful candidate should have a background in music or theater.

Merit will also consider students currently pursuing a degree in Music Education, Music/Theater Performance, Arts Administration, or Theater/Stage Management; voice/theater as a primary focus, preferable.

Schedule

(Times may vary as needed)

- Pre-production meeting with directors
 - *Time TBD*
- **Jun 18th – July 27th** (staging/musical rehearsals)
 - *M- F*
 - *4:00 – 7:00 pm*
 - *No rehearsals on July 4th, 5th, or 6th*
 - *Rehearsals will take place at Joy Faith Knapp Music Center*
- **July 30th – August 2nd** (Tech Week)

- Tue/Thur/Fri
- 4:00 – 9:00 pm
- Tech rehearsals will take place at ChiArts (2714 W Augusta Blvd)
- **Friday, August 3rd**
 - 6:30 pm performance
- **Saturday, August 4th**
 - 1:30 and 6:30 pm performances

Compensation

Compensation is \$14.00 per hour.

Interested candidates should send résumé to:

hr@meritmusic.org

No phone calls or faxes please.

For more information about Merit School of Music, please visit www.meritmusic.org.

Merit School of Music does not discriminate on the basis of race, creed, color, religious belief, gender, sexual orientation, age, national origin, ancestry, veteran status, physical or mental disability or any other protected status in admission or access to, or employment in its programs and activities.