



Forum: Announcements

Topic: Express Children's Theatre is Hiring!

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Posted by: gibby23

Posted on: 2015/12/15 12:04:50

PROJECT/PRODUCTION STAGE MANAGER

Express Children's Theatre, a professional performing arts organization since 1991, seeks an energetic, flexible, self-motivated, near full-time project/production stage manager for on-site shows and tours around Houston for immediate hire. Must be able to work weekdays and some Saturdays. THIS IS A PAID POSITION.

Reports to:

Executive Director

Job Function

The Project/Production Stage Manager (PSM) stage manages rehearsals, runs tech for touring shows, drives the van and cast to shows, coordinates the touring schedule, manages the production schedule for all Express productions and completes special projects.

Principal Duties and Responsibilities:

Extremely well-organized, efficient, time-sensitive and responsible

Project managing skills a must

Stage Managing/Production managing skills a bonus

Excellent interpersonal and diplomacy skills

Well-developed communication skills

Works well under pressure with many personality types

Teamwork and problem solving skills

Handle Special Projects as assigned by the Executive Director

Can coordinate between creative crew and director

Point of contact for traveling shows

Current (Class C) driver's License with clean driving record

Computer proficient in MS Word preferred

Understands and appreciates artists and the artistic process

Ability to work flexible daytime schedule Monday-Friday and some Saturdays; infrequent nighttime shows.

Education:

High school diploma required

Some college preferred

Experience in theatre is preferred; however, a well-organized project manager with an appreciation of the performing arts could also handle this job, as long as you are efficient, responsible, good-natured and can juggle several tasks at once. It's a lot of work but very rewarding – we perform original plays with professional actors and designers for audiences of over 50,000 kids and their families a year.

To apply please e-mail send Resume and cover letter to Tim Fried-Fiori, Executive Director, at executivedirector@expresstheatre.com. No phone calls please. EOE