



Chicago

GENERAL INFORMATION

Position Title: Stage Manager

Job Status: Full-time

Reports To: Production Stage Manager

Employer: Randolph Entertainment LLC DBA Teatro Zinzanni

Start Date: August, 2024

Compensation: \$27-\$32 D.O.E.

POSITION SUMMARY:

This position is responsible for calling show cues nightly for the Teatro Zinzanni show as well as, organizing and running rehearsals, note taking at meetings, help with scheduling, maintaining company safety standards, leading the backstage managers and working with and supporting the technical staff. They also create, maintain and distribute daily/ weekly production schedules and show reports. They maintain the general production standards and production procedures and practices for the company.

They will work collaboratively with both creative and technical teams in realizing the artistic vision for Teatro ZinZanni through clear documentation and communication.

The Stage Manager calls the show 4-5 shows a week and works with the creative team to review the show for quality and maintenance of the artistic vision.

SHOW SUMMARY:

Teatro ZinZanni presents a full evening of entertainment, combining cirque artists, European cabaret, contortionists, jugglers and illusionists with live music and a gourmet multi-course meal.

ESSENTIAL FUNCTIONS

Responsibilities and Duties:

- Advances the show with the PSM and Directors and team as needed.
- Calls the show 4- 5 nights a week as the Stage Manager and trains 1 sub stage manager for the run
- Able to run a rehearsal using a microphone to direct the group
- Creates and manages schedules, manages and documents all rehearsals.
- Manages artist technical needs and requirements as needed

- Directs all staff in life safety issues and manages show safety in the facility in partnership with PSM.
- Must have complete knowledge of theatrical show production
- Writes or reviews nightly show notes for show or staff needs
- Helps advance the show with artists and Director and technical staff.
- Comfortable interacting with cast and band
- Maintain the show's records and procedures
- Communicates to all staff and cast involved appropriate information
- Creates, maintains, and distributes of weekly schedules as needed
- All other duties as assigned.

JOB QUALIFICATIONS

Essential minimum skills, education, and experience:

- 3 years professional stage management experience
- Must be able to call a complicated show
- Good computer skills
- Able to project a positive attitude and work in collaboration with all departments
- Strong production competencies
- The ideal candidate will be organized and an effective communicator with a solution-oriented mindset
- Comfortable communicating with all varieties of production staff from carpenters to technicians
- Eye for detail and attention to delivering high quality work
- Anticipates project needs and proactively delivers
- Fosters trust and open/honest communication with the internal team and others
- Ability to meet deadlines and work well under pressure.
- Strong organizational and communication skills and time management skills
- Ability to prioritize and manage multiple tasks/projects.
- Ability to work independently, be self-directed and demonstrate initiative.
- Positive attitude in the face of challenges

OTHER

- Ability to work collaboratively with others for whom you have no direct supervisory authority.
- Exhibit good judgment and decision-making skills.
- Availability and willingness to work extended hours, including nights, weekends, as necessary.
- Direct rehearsals (when a Director is not onsite)
- Proactively troubleshoot and resolve production issues as they arise
- This position is charged with running the show, maintaining company safety standards, covering rehearsals, the maintenance of general production standards, procedures and practices, administrative responsibilities as needed, and other duties as assigned.

- **WORKING SCHEDULE/ENVIRONMENT**

- Works in a theatrical environment. Must be able to lift & move 40lbs as is necessary in the normal flow of the day-to-day workload unassisted. Can work on a ladder with lighting gear.
- Hours are general show hours 3pm- 10pm; pre-production rehearsal hours are TBD but most likely day and evening.

Randolph Entertainment LLC (hereinafter "Teatro ZinZanni" or "Company.") IS AN EQUAL OPPORTUNITY EMPLOYER. We believe every employee has the right to work in an environment that is free from all forms of unlawful discrimination. Consistent with applicable laws, Teatro ZinZanni makes all decisions involving any aspect of the employment relationship without regard to race, color, sex, pregnancy, creed, religion, age, marital or nursing mother status, national origin, ancestry, citizenship, the presence of any disability (sensory, mental, or physical), medical or genetic information, military or veteran status, sexual orientation, gender identity, gender expression, or any other status or characteristic protected by applicable local, state, or federal law. Discrimination and/or harassment based on any of those factors are inconsistent with our philosophy of doing business and will not be tolerated. This policy of non-discrimination applies to all aspects of recruiting and employment, including compensation, benefits, advancement, transfers, and reductions in force. PLEASE CONTACT THE COMPANY YOU NEED ASSISTANCE COMPLETING THIS APPLICATION OR TO OTHERWISE PARTICIPATE IN THE APPLICATION PROCESS.

How to apply:

Please send a cover letter and resume in .pdf format to:

chi-production-jobs@zinzanni.com

Please title the email: "TZ Stage Manager - Last name, First name"