

Cape Fear Regional Theatre is located in Fayetteville North Carolina. CFRT is a non-profit with a \$1.7 million operating budget and a dedicated staff of 16. Each year, CFRT reaches more than 49,000 people through six award winning mainstage productions, a recurring community-based holiday production, Blues-n-Brews (an annual fundraiser - with beer!), and a broad range of education and outreach programs. CFRT's building has a 285-seat mainstage theatre, scenic and costume shops, and administrative offices, as well as an adjacent education center and off-site storage warehouse. Fayetteville is the sixth largest and among the most diverse cities in North Carolina. It is a big city with a small-town vibe. CFRT is committed to diversity (visit our website for more information) and is an Equal Opportunity Employer.

CFRT is in the midst of a \$1 million floor to ceiling theatre renovation, which includes new HVAC, a new, custom sound system, and a full aesthetic revamp. The renovation will be finished in September of 2021, and CFRT will open its 60th anniversary season in October. This position includes salary, health and generous PTO package. The ideal candidates exhibit strong leadership skills, are self-motivated, and wants to be a part of a dynamic, dedicated team. If this is you, please send cover letter and resume to [jobs@cfrt.org](mailto:jobs@cfrt.org) or visit <https://www.cfrt.org/about-us/#employment> for more information.

### **Stage Manager (Non-Equity)**

**Reports to: Production Manager**

**Time Commitment: Full-time. Generally six days a week – nights and evenings required.**

**Contract Dates: September 13, 2021 - June 6, 2022**

**Salary: \$450/week, housing is provided**

The Stage Management team is a two-person team. Together with a PSM you alternate calling each show and running deck/backstage. This season there will be 5 Mainstage shows and one holiday show. The stage managers are an essential part of our production team, set the tone for rehearsals, and are a vital conduit between the shows and the staff. We are an AEA guest artist theatre and use both union and non-union performers and creative teams. The right candidate will be a team player, with a calm demeanor and a sense of humor.

### **Job Responsibilities**

- Prepares paperwork including contact sheets, daily calls, rehearsal and performance calendars, rehearsal reports, props lists, tracking notes.
- Works with Marketing Director to schedule show publicity events (interviews, photoshoots, special performances, etc.)
- Maintains and stocks miscellaneous rehearsal supplies/courtesy items
- Maintains prompt book with blocking and calling notes, checklists; scene shift plots; cue sheets; quick change breakdowns; etc.
- Arranges and schedules running crew of volunteers/interns; trains them as needed

- Ensures show integrity during the run with all scenery, props, costumes, etc.; checks space/items for safety and condition
- Oversees preshow checks of lighting, sound, video, etc. systems, as well as sign-in and preparation of cast and crew
- Maintains director's artistic vision for show, distributing performance notes to actors/crew as necessary
- Disseminates performance reports with all relevant show summaries, requests for repair/replenishment, and miscellaneous notes

### **Job Requirements**

- Knowledge of Microsoft Office, Google Docs, or similar software proficiency
- Familiarity with basic technical theatre equipment, technology, procedures, and troubleshooting
- Ability to problem-solve and communicate with performers and technicians at various stages in their careers.
- Self-motivated individual, requiring minimal supervision
- Strong organizational and follow-through skills

**To apply please submit cover letter and resume to [jobs@cfrt.org](mailto:jobs@cfrt.org)**