



## **Seasonal: Stage Manager (May – September)**

**Cape Cod Melody Tent, Hyannis MA South Shore Music Circus, Cohasset MA**

The Stage Manager is a hands-on position and works closely with different crews (local venue crews and artists band crews) to prepare the stage, technical areas, and equipment for appropriate stage rotation and to make sure the concert goes on as planned

### **Duties/Responsibilities:**

- Work directly with traveling production crew on stage layout for artist entry, proper stage rotation and placement of tech areas
- Manage and guide stage hand crews for loading equipment in and out, working with traveling crews throughout the event
- Train stage hands to assist in their development and technical expertise
- “Sets the stage” throughout the venue assuring a clean, safe, well-run show; securing cabling, production equipment and orient artist’s engineers
- Identify sightline or obstruction issues and manages effectively
- Inventory and stores house equipment properly after each show
- Assist the production manager with sound & lights and other duties as needed

### **Qualifications:**

- Strong organizational and communication skills
- Working knowledge of technical aspects of concert production
- Attention to detail and problem-solving skills
- Ability to work cooperatively and effectively with a wide variety of people including management
- Deal calmly and effectively with high stress situations involving coworkers and visiting crews
- Reliable, responsible, and dependable
- Regular access and the ability to send/receive email text messages
- Due to the nature of our business, all employees must be fully vaccinated.

### **Physical Demands/ Working Environment:**

- Must be available for ALL show dates in the Season, from May - September
- Able to lift 50 pounds
- Prolonged periods of standing, bending, walking, twisting, and climbing stairs
- Ability to work outside in varying temperatures, fast-paced environment and often loud
- Reliable transportation to and from work

*Cape Cod Melody Tent in Hyannis, MA and the South Shore Music Circus in Cohasset, MA, are sister venues, each with a 2300 seating capacity for all-ages, are seasonal tented outdoor theaters. We have been presenting national touring live music, children’s theater, and comedy performances continuously for over 70 years.*

*To Apply:*

*Please email your resume to [jobs@themusiccircus.org](mailto:jobs@themusiccircus.org) or apply online at <http://www.melodytent.org/contact/employment-opportunities/> or <http://www.themusiccircus.org/contact/employment-opportunities/>*