



TITLE: Resident Stage Manager & Production Coordinator	COMPENSATION: \$44,000 Non-Exempt
DEPARTMENT: Production	EFFECTIVE DATE: January 4, 2026
REPORTS TO: Director of Production	DIRECT REPORTS: Actors, Stage Managers & Crew

SUMMARY DESCRIPTION:

The Resident Stage Manager & Production Coordinator (RSMPC) is responsible for coordinating with the Director of Production and Artistic Director to ensure that all aspects of productions are completed from pre-production through closing, in accordance with industry best practices and Magik Theatre's policies and procedures. The RSMPC will Stage Manage approximately six main stage productions annually in addition to Magik's annual gala. The RSMPC is an active communicator between artistic staff, production teams, front of house staff, and administrative staff for anything related to artistic programming. (Artistic programming includes mainstage, touring productions, annual gala, educational showcases, and other events).

RESPONSIBILITIES

Resident Stage Manager:

- Run rehearsals in a safe, organized and productive manner.
- Maintaining the director's intentions during the performance run to include line, blocking, and technical notes as necessary.
- Coordinate and lead "put-in" rehearsals with understudies, swings and support staff when necessary.
- Maintaining and distributing weekly email schedules to actors, crew and other applicable Magik staff.
- Operating sound, video, and lighting as needed during performances and/or calling cues.
- Record keeping, which includes compilation and distribution of rehearsal, tech, and production meeting notes, rehearsal and performance reports, maintenance and filing of the prompt book, accident reports, collection of all receipts.
- Participating in the planning process, which includes attendance at production meetings
- Communicating show-specific technical needs which may affect patron experience and sensory needs to the appropriate Front of House staff.
- Participating in performances as the stage manager, which includes setting call times

and normal pre-performance functions to prepare the cast, crew, and stage, coordinating all production maintenance and/or delivery of broken items to a shop if necessary.

- Maintain emergency procedures and incident documentation during rehearsals and performances.
- Supervise all actors, guest artists, stage managers, and crew.
- Exemplify Magik's mission, vision, and values in all aspects of work.
- Other duties as assigned.

Production Coordinator:

- Creating and disseminating rehearsal and production calendars, contact sheets, welcome packets and other paperwork for all main stage and touring productions.
- Maintain up-to-date digital calendars for staff reference and planning
- Print, assemble and distribute necessary production materials to include scripts, binder covers, packets, etc.
- Support the Artistic Director with casting by creating and maintaining audition sign-up forms, schedules and printing necessary audition materials such as signage, rubrics, headshots and resumes.
- Execute company management tasks for Tour programming such as booking hotels, distributing per diem checks, and coordinating vehicle maintenance with the Director of Production.
- Maintain rehearsal rooms, dressing rooms, green room, and stage by ensuring cleanliness and restocking of hospitality goods (coffee, paper products, re-fillable water jugs, etc.)
- Oversee tour production staff, including stage managers and cast.
- Support DOP with maintaining and creating best practices for information sharing and organization.

Organizational Support & Collaboration:

- Serving as Stage Manager for Magik's annual gala fundraiser event
- Supporting Education programs such as Summer Camps by stage managing and or running lights/sound for all camp showcase performances
- Support internal and external events such as staff development, team building, and rentals.

EDUCATION & QUALIFICATIONS:

- Bachelor's degree in theatre or equivalent professional experience.
- 2+ years professional stage and/or production management experience.

- Strong interpersonal communication and conflict resolution skills
- A sense of humor, adaptability, grit, and love of theatre for young audiences.
- The ability to wake up early in the morning.
- The ability to lift/push/pull at least 50 lbs and climb ladders.
- The desire to work in a highly collaborative environment with multiple modes of communication.
- A valid driver's license and be able to drive large passenger vans.
- Experience with Google Workspace, Slack, QLab, and basic audio skills are a plus.

PHYSICAL & MENTAL REQUIREMENTS:

- Ability to lift up to 25 pounds
- Ability to sit for extended periods of time
- Ability to stand for extended periods of time
- Ability to use fine motor skills to operate equipment and/or machinery
- Ability to receive and comprehend instructions verbally and/or in writing
- Ability to use logical reasoning for simple and complex problem-solving

Benefits include health insurance, dental and vision insurance, life insurance, paid holidays, vacation and sick leave, short- and long-term disability, and a simple IRA savings plan with employer matching contributions.

ABOUT MAGIK: A professional theatre for young audiences established in 1994, Magik Theatre's mission is to create theatrical experiences that ignite imagination, spark curiosity, inspire empathy, and foster a lifetime love of learning in young people.

MAGIK'S VISION:

Tomorrow's potential unlocked by today's imagination.

MAGIK'S VALUES:

IMAGINATION

We encourage open hearts and inquisitive minds to nurture individuality and embrace the joy of play.

ARTISTIC EXCELLENCE

We craft extraordinary theatrical programming that reflects and enriches the human experience.

RESILIENCE

We are committed to a culture that encourages bravery, adaptability, and grit.

BELONGING

We create inclusive and accessible spaces to encourage and support everyone's unique sense of

self.

CREATIVITY

We cultivate an environment of curiosity and innovation to support continuous discovery.