

**Description:**

UBU Theater in Tyringham, MA is seeking a non-Equity Stage Manager for an outdoor, site-specific, community-based, daytime production of "Our Town" by Thornton Wilder. It will be staged outdoors on two locations in Tyringham, MA, to which the audience will move between acts; the front lawn of Union Church and the Tyringham Cemetery. The cast, crew and community volunteers will be primarily residents of Tyringham. The Stage Manager will play a critical role in our Production Team working closely with the Producer, Director and community participants. The Stage Manager is responsible for managing the logistics of the rehearsal and performance process.

**Schedule:**

- Production Meeting, April 22.
- Auditions May 20 and June 3, 4.
- Rehearsals are weekends only, starting June 24 through July 30.
- Tech week is Monday through Friday, July 31 – August 4.
- Daytime performances are August 5, 6, 12, 13.
- Location of rehearsals will be in the town of Tyringham, MA: Union Church and Tyringham Cemetery.

**Responsibilities:**

- Scheduling rehearsals and collaborating to create the tech and show pattern schedule.
- Running rehearsals with the director.
- Ensuring accurate and timely communication with the producer, cast and crew.
- Assembling and maintaining all necessary paperwork for the production.
- Supervising the run crew during rehearsals and performances
- Supervise actors during rehearsals and performances.
- Managing the timing and logistics of performance, including timing, cues, etc.
- Help supervise tech rehearsals and tech during performances.
- You will work closely with the Director and Producer as we wrangle this small rural town of 400 into putting on a play.

**Qualifications:**

- The ideal candidate should be very organized, patient, pro-active, collaborator, and able to handle unexpected situations with grace, humor and tact.
- The ideal candidate should have a basic understanding or desire to work with non-professionals that are participating in a hands-on theater experience for the first time.
- The ideal candidate should have basic stage managing experience including managing rehearsals and running tech both in rehearsals and during performances.
- The candidate should be comfortable working with people of all ages and theatrical experiences.
- The Candidate will need reliable transportation.

**Salary:** \$800. Free housing will be provided, if needed.

**How to Apply:** Send cover letter, resume, and list of 2 applicable references via email to [anngallo@ubutheater.org](mailto:anngallo@ubutheater.org). Need to hire asap. No phone calls, please. Must be available asap for 4/22 production meeting and 5/20 & 6/3,4 for auditions. Current college student or early career stage managers welcome to apply.

**About UBU Theater:**

UBU Theater's **Mission** is to give communities a voice through theater. UBU's **Vision** is to identify and engage with communities who lack equitable access to theater arts. In partnership with each community we develop unique, custom, theater-based projects or curriculum to articulate a community's voice.

For the "Our Town" Tyringham Project we are providing a community-based theater experience that will empower, engage and celebrate this rural community of 400.

ubutheater.org