

**Position: Raue Center School For The Arts Summer Camp OnStage – Stage Manager**  
**Hours: Monday – Thursday from 8 AM – 2 :30 PM (Tech week will adjust)**  
**Stipend: \$3550 Total (\$350 per week + \$400 for Props)**

Raue Center School For The Arts (RCSA) is excited to continue its summer education camp program and is looking for a skilled, self- motivated, lively, outgoing and great with kids (ages 7 – 13) Stage Manager & Props Master to join our team for the RCSA Summer Camp Production of *Frozen Jr.* Potential Stage Manager & Props Master should be a self-starter and an excellent collaborator with the creative team members.

The Stage Manager & Props Master will oversee the technical aspects of the overall production along with the gathering, creation and implementation of props with the assistance of a parent props support committee.

**Stage Manager & Props Master Responsibilities include, but are not limited to:**

- Be part of an amazing team that will oversee the camp, and the students enrolled. Providing positive energy, attitude, and help where needed.
- Serve as the central communication hub for the production team, cast, crew, parents, and/or students throughout the rehearsal and performance process.
- Develop and maintain detailed production documentation, including schedules, cue sheets, blocking notes, and reports.
  - Submitting reports on a daily basis after rehearsals
  - Emailing a daily call sheet to cast and crew each night of rehearsal
- Coordinate and manage all camp activities/rehearsals, ensuring they run on time and stay productive.
- Attend all production meetings and take detailed notes for the production reports.
- Oversee technical and dress rehearsals, collaborating with directors, designers, and technical staff to ensure smooth execution of cues.
- Call cues during performances and troubleshoot any on-the-spot issues to maintain show quality.
- Supervise rehearsal space/backstage activities, ensuring safety and professionalism among the crew and cast.
- Help organize and oversee the breaks and lunch time with the assistance of the other team members.
- Maintain an organized stage and rehearsal space, including props and set pieces.
- Make sure rehearsal space is cleaned and organized at the end of each rehearsal.
- Ensure compliance with all safety regulations and guidelines (especially once production shifts to Raue Center).
- Exceptional organizational and multitasking skills.
- Should have strong communication and leadership abilities, with the capacity to keep a team motivated and on track during rehearsals.
- Familiarity with technical theater and production processes.
- Proficiency in G-Suite for all materials pertaining to the production
- Experience with QLab.
- Able to organize, potentially design, and obtain any props needed based on the requests of the director.
- Supplement additional props by pulling from stock or purchasing when necessary, working with a budget.

- Oversee the parent props support committee (if needed), parents who will assist as directed with the props acquisition, designing props, and/or purchases.
- All production team members and designers will need to participate in strike, immediately following the final performance (Sunday, July 27th)

**Important *Frozen Jr.* dates:**

- **Auditions & Callbacks:** Week of June 3, 2025 (*Days/Time to be finalized by production team*)
- **Camp Dates:** June 9th – July 27th, 2025
- **Camp Days:** Monday - Thursday
- **Camp Drop Off Times:** 8:30 AM – 9 AM
- **Camp Time:** 9 AM - 2:15 PM
- **Camp Pick-up Times:** 2:15 – 2:30 PM
- **Show Dates:** July 18, 25 @ 8 PM | July 19, 26 @ 2 PM & 7 PM | July 20, 27 @ 2 PM

**Please email the following to:** [rcaeducation@rauecenter.org](mailto:rcaeducation@rauecenter.org)

Cover letter, which should include:

- What can you bring to the production as both a Stage Manager & Props Master?
- How would you approach and oversee working with kids?
- Professional resume and/or design resume.

Start date: *Is dependent on when first production meeting will be but could start as soon as May 2025.*  
*Stage Manager/Props Master will begin a contract 1-week before the auditions begin.*

*Please note that submission of your resume is not a guarantee of employment, HOWEVER, we will keep your information on file for future productions.*