

# CAL SHAKES

## Position Description Stage Management Apprentice Seasonal, Non-Exempt position

### The Organization

Cal Shakes is an award-winning, nationally recognized regional theater, with offices in Berkeley, an outdoor main stage performance venue in Orinda, and community programs throughout the Bay Area. Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners throughout the Bay Area.

### Our Mission

Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

### Equity, Diversity, and Inclusion Statement

At Cal Shakes, we believe that equity is a practice. Our actions--both onstage and off--can have a positive social impact by exposing oppression, addressing historic injustices, and showing how power can be transformed and shared in different ways. We endeavor to dismantle systemic bias by actively including, reflecting, and creating opportunities for our diverse Bay Area communities. We recognize that this work is ongoing and often imperfect, but we are committed to facilitating respect for the many facets of the human experience.

### Position Description

The Stage Management Apprentice, SM Apprentice, works closely with the Stage Manager and Assistant Stage Manager/Production Assistant on all aspects of managing the rehearsal process for Main Stage productions. When SM Apprentices are unavailable for the entirety of a single production, it is often possible to gain experience in each step of the process over the course of two productions. The SM Apprentice learns professional methods of all stage management tasks, including preparing rehearsal reports; running rehearsals; taking line notes and communicating rehearsal needs to various production departments. In tech and performance, the SM Apprentice serves as an additional member of the backstage crew, assisting the Assistant Stage Manager/Production Assistant with the run and maintenance of the show. This Apprenticeship is designed to be a training springboard to the professional Stage Management world. **Demonstrated experience in college- or community-level stage management required.**

**Time Commitment:** Up to 52 hours per week

**Duration:** 2-4 months between May 8, 2018 and September 16, 2018

**Supervision:** Production Stage Manager oversees this position.

**Compensation:** Paid at the prevailing minimum wage.

### Qualifications

You are an ideal candidate if you:

- Share with us a respect for diverse backgrounds and voices and a commitment to inclusion and equity
- Enjoy working in a diverse, creative, collaborative, and fast-paced environment
- Have solid written and verbal communication skills
- Have strong organizational skills
- Have good time management and punctuality
- Are willing and able to work collaboratively with others
- Demonstrated experience in college- or community-level stage management required.

### **Please email cover letter and résumé to:**

Laxmi Kumaran

[lkumaran@calshakes.org](mailto:lkumaran@calshakes.org) (with "SM Apprentice" in the subject line)

**NOTE:** Applicants *must provide availability between May 8, 2018 and September 16, 2018* in cover letter.

\* California Shakespeare Theater has an inclusive work environment and actively embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.