

# CAL SHAKES

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

### Position Overview

California Shakespeare Theater (Cal Shakes) is looking for detail-oriented, resourceful, and collaborative Stage Management Apprentices (SM Apprentice) for our 2019 season. The 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.**

### About Cal Shakes

**Description:** Launched in 1974, Cal Shakes is a major Bay Area theater that, guided by the artistic direction of Obie Award-winning Eric Ting, has emerged as a leader in promoting Equity in theater and incorporating the voices and perspectives of community partners in the works on our stage. California Shakespeare Theater strives for an inclusive work environment and works to actively embrace 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.

**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 (EDI) 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 work 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.

**Time Commitment:** Up to 48 hours per week during Rehearsals and during tech up to 52 hours per week, Tuesdays – Sundays with Mondays off.

**Duration:** 2-4 months between May 28<sup>th</sup>, 2019 and October 13<sup>th</sup>, 2019

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

**Compensation:** Paid at the prevailing minimum wage, overtime paid at time and a half.

### Qualifications

You are an ideal candidate if you:

- Share the institutional values of equity, diversity and inclusion, have previously demonstrated commitment to those values, and will possess understanding and self-awareness of power and privilege.
- 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.

# CAL SHAKES

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

Laxmi Kumaran

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

**Deadline:** March 8<sup>th</sup>, 2019

**NOTE:** Applicants *must provide availability between May 28<sup>th</sup>, 2019 and October 13, 2019* 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.