**Career Services Office**

**Work Study Position**

**Date: 9/1/22**

**Position: Stage Management**

**Department: Fine and Performing Arts (Theatre Program)**

**Supervisor: John Michael Sefel**

 **Email: jsefel@hfcc.edu**

 **Phone: 603-930-1043**

(Please note: Applicants will NOT have access to your name, email, & phone number. That info will be omitted prior to posting)

**Position Start Date: asap**

**Number of Positions: 2**

**Hours Needed Per Week: 10 per week (M/W nights) until November 16th; up to 20 per week from November 19 – December 4th (nights and weekends).**

**Duties & Responsibilities:**

* Manage calendars
* Assist Director in running rehearsal
* Take notes
* Manage working periods/breaks according to industry union rules
* Develop cue sheets for production
* “call” the cues during technical rehearsals and performances

**Desired Qualifications:**

* Experience working on theatre productions
* Strong leadership skills
* Calm and empathetic in busy situations

**Required Qualifications:**

* Extremely organized
* Attention to detail is a MUST
* Reliability and Punctuality
* Good in busy group settings