



Stage Crew Lead

Job Description:

The Stage Crew Lead (SCL) is an exempt position, which reports to the Production Manager (PM). During active performance periods, the SCL runs all aspects of backstage operations and manages stage crew members. During non-performance periods, the SCL supports strikes, load-ins, lighting focus, and stage management non-union performance and events.

Essential Duties & Responsibilities:

- Run backstage for all performances, including but not limited to pre-show set up; props maintenance; scene /costume changes; post-show clean up
- Directs, coaches and delegates to over-hire crew members to ensure performances run safely and smoothly
- Keeps the backstage area, including dressing rooms and storage areas, clean, organized and stocked with supplies
- Coordinates with stage management to keep the daily schedule on task
- Stays up to date with all venue emergency procedures and enforces rules and regulations designed to prevent security problems or safety hazards
- Reviews production calendar and rehearsal/show reports daily and follow-up on applicable details/notes
- Assists PM with production aspects and set up/breakdown of special events
- SM or ASM for special events including but not limited to: Perlberg Festival of New Plays, Legacy Project, Young Playwright's Contest (1-minute and 10-minute), Summer Academy and the One Humanity Tours.
- Cover ASM in rehearsals for mainstage shows when needed
- Assist in the loading and unloading of scenery and stage equipment from trucks
- Assist in the installation of scenery and equipment
- Assist with lighting hang and focus as needed
- Attend staff and production meetings
- Assist other departments as needed and/or directed by the PM

Qualifications & Requirements:

- Bachelor's degree in Theatre or related occupational field or experience preferred
- Comfortable working with heights including catwalks, ladders, genies, and scaffolds .
- Strong troubleshooting skills
- Ability to read lighting plots and ground plans
- Ability to multitask, prioritize, and meet deadlines in a fast-paced environment
- Exceptional organizational and time management skills
- Ability to engage in positive, productive, and collaborative communications with team members, executive staff, patrons, vendors, and other stakeholders.
- Embracing of mentorship opportunities
- Flexible schedule for evening and weekend work calls, special events, rehearsals, etc.



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- Reliable transportation and a valid driver's license
- Ability to drive an oversized utility van
- Ability to lift (up to) 50 pounds
- Ability to pass a Level 2 background check
- Three references that have had direct supervision

Salary:

\$42,000

To apply, please e-mail a cover letter and resume to our Production Manager, Roger Arnold at rarnold@palmbeachdramaworks.org. No phone calls please.