



**Stage Manager – Theater for Young Audiences
(Local Non-Equity)**

Length of Engagement: December 21, 2026 - Feb 26, 2027 / April 7 - May 10, 2027

Organizational Summary

The Arvada Center for the Arts & Humanities celebrates and elevates the human condition with engaging arts, humanities, education, and entertainment that expand the cultural landscape for everyone. The Arvada Center strives to create and maintain a welcoming environment for all - artists, staff, volunteers, and patrons - that advances the principles of inclusion, diversity, equity, and access (IDEA) that are central to how we work and serve our community.

Position Summary

The Stage Manager for Theater for Young Audiences (TYA) reports to the TYA Artistic Producer and works closely with the Producing Team. This position is responsible for assisting with the implementation and coordination of TYA company management, rehearsal process and run of show.

Responsibilities

TYA Company Management:

- Assists in coordinating orientation for cast, including but not limited to: distribution and collection of welcome packet materials, and ensuring shared file data is up to date and accurate
- Ensures compliance with established policies for safety, security, cleanliness, and general operation procedures
- Communicate regularly with cast regarding call times, location, and expectations. Keep swings updated regarding when they are going on and any applicable call times, locations, and expectations
- Facilitate introductions of cast with Arvada Center employees and designers as needed
- In the case of sickness or injury, provide proper documentation and instruction for best practices and contingency procedures
- Conduct tour of facility
- Ensure proper breaks for cast
- Give notes as appropriate

Theatrical production coordination support:

- Participates in Pre-Production meetings, and takes notes as needed
- Monitor rehearsals as scheduled by Production Team, and document attendance
- Set up of rehearsal rooms, including tape lay of set, callboard, sign in sheets, etc.
- Creation and ongoing maintenance of Stage Manager book for blocking, notes, presets, scenic moves, tech cues, etc.
- Complete all daily rehearsal and show reports in timely manner
- Maintain Understudy tracking sheets
- Maintain daily check ins with Front of House and Back of House stake holders
- Manage all show calls for performances, including pre-show, during, and post-show as needed.
- Coordinate start and end of each Peek into the Production with actors and Front of House between or after performances. Keep an accurate tracking of which cast members participate.
- Ensure ongoing communication with Front of House for safety



- Maintain “frozen” show integrity post opening
- Maintain communication with Production Team as needed throughout run
- Coordinate with the School Programs team to provide advance notice of swing performances requiring substitute teaching coverage.
- Run understudy and shadow performance rehearsals
- Schedule put in rehearsals as needed
- Other reasonable duties as assigned

Skills and Competencies

- Required: 2-3 years or more of relevant experience in a performing arts; or 1 year of experience in the field with a Bachelor’s Degree in Technical Theatre or production a plus
- Understanding of basic stagecraft including general knowledge of lighting and sound equipment
- Ability to maintain professional culture and teamwork based atmosphere
- Strong problem solving skills required
- Propensity for organization
- Strong proficiency in safety standards and ability to train others in best practices
- Excellent leadership skills a must
- Impeccable verbal and written communication skills required

Compensation

This is a part-time, nonexempt position earning \$25.00/ hour for 30-40 hours per week for the duration of the employment agreement. This position may be eligible for access to 401k plan and paid sick time, per Colorado law.

The Arvada Center for the Arts and Humanities is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees based on age, race, sex, color, religion, sexual orientation, gender identity, national origin, genetic information, disability or any other status protected by state or local law. Candidates from traditionally marginalized communities are especially encouraged to apply.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Application Instructions

Send an email with your resume and cover letter as PDF to jobs@arvadacenter.org with the job title in the subject line.

Applications will be accepted until September 25, 2026.