

Summer Stage Staff Descriptions

Artistic Staff

At Mainstage we believe in the importance of collaboration in all areas of creative leadership so please note that members of the creative team may work, revise or make contributions to all areas of the show. A director may review a vocal line, a choreographer may review the blocking of a scene, a musical director may give coaching on some acting moments for a number, etc. We expect our creative teams to establish their roles and if necessary request guidance from the Education Director and/or Associate Artistic Director if needed.

All staff members may be asked to supervise a portion of student lunch each day. Members of the creative team may be asked to serve as additional staff for performances by other age groups and will be compensated hourly for that commitment.

Mainstage Center for the Arts is an EOE.

CHILDREN'S THEATER (Ages 11 - 17)

FINDING NEMO

Start Date: Jun 20, 2023

End date: Jul 14, 2023

No Camp held on Monday, June 19 or Tuesday, July 4.

Director \$2000

Director will be responsible for the overall vision for the show. This includes casting the show (with input and suggestions from their creative team), arranging the rehearsal schedule, delegating responsibilities within the show (who is responsible for creating material/choreography/teaching). This is also inclusive of coordinating with the scenic and costume designers to align their visions with one another as well as having a strong communication with the music director to ensure that material is being taught to both principal characters and the ensemble of their show. When we approach the technical rehearsals of the show, directors will be responsible for assisting the sound designer in creating a microphone plot and will be responsible for working with the lighting designer to assist them in building the show's cues. Directors are required to be present for auditions, callbacks, the show's three performances, and to assist in the process of striking when needed. During a typical camp day, directors are responsible for the safety and care of their campers as well as maintaining a safe and clean environment. This can include sitting with and monitoring students while they are in rehearsal with the music director or during portions of their lunch break and free time. Other responsibilities can include taking attendance, completing behavior/incident reports, completing evaluations as needed.

Time Requirements

Prior to start of camp - attend auditions and callbacks

Camp day - be on campus from 8:30-3:15

Performances - be present from performers call time through the end of show
Cleaning Day - assist in making sure the college's spaces are clean
Weekly staff meetings/check ins
Exit evaluation/interview

Assistant Director \$1600

Assistant Director will be responsible for working alongside the director from the audition process through to the production of their show. The assistant director will give input into the casting process and assist in helping the director's artistic vision come to fruition. They will be responsible for creating and teaching any material the director assigns. Assistant directors are required to be present for auditions, callbacks, the show's three performances and during the performance, may be asked to assist backstage, or assist in running a technical element of the show as well as being present for striking the show when needed. During a typical camp day, directors are responsible for the safety and care of their campers as well as maintaining a safe and clean environment. This can include sitting with and monitoring students while they are in rehearsal with the music director or during portions of their lunch break and free time. Other responsibilities can include taking attendance, completing behavior/incident reports, and completing evaluations as needed.

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Camp day - be on campus from 8:30-3:15
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Cleaning Day - assist in making sure the college's spaces are clean
Weekly staff meetings/check ins
Exit evaluation/interview

Choreographer \$1600

Choreographer will be responsible for creating and teaching the choreography in the production as well as working alongside the creative team to put together the show. The choreographer will give input into the casting process and assist in helping the director's artistic vision come to fruition. They will be responsible for the material/choreography assigned to them by the director. Choreographers are required to be present for auditions, callbacks, the show's three performances and during the performance, may be asked to assist backstage, or assist in running a technical element of the show as well as being present for striking the show when needed. During a typical camp day, directors are responsible for the safety and care of their campers as well as maintaining a safe and clean environment. This can include sitting with and monitoring students while they are in rehearsal with the music director or during portions of their lunch break and free time. Other responsibilities can include taking attendance, completing behavior/incident reports, and completing evaluations as needed.

Time Requirements

Prior to start of camp - attend auditions and callbacks
Camp day - be on campus from 8:30-3:15
Performances - be present from performers call time through the end of show

Cleaning Day - assist in making sure the college's spaces are clean
Weekly staff meetings/check ins
Exit evaluation/interview

Intern \$100, enrollment into Theater Conservatory

Interns are responsible for assisting and working alongside the artistic staff of the show. Their responsibilities (ultimately to be determined by the director) can include assisting in creating material for the show (blocking, choreography, design elements), assisting in and teaching material to the cast, rehearsing material with small groups of cast members, helping to watch and care for students during the day - including sitting with and monitoring students while they are in rehearsal with the music director or during portions of their lunch break and free time, as well as working alongside the staff to create and build properties. Interns are required to be present for auditions, callbacks, the show's three performances and during the performance, may be asked to assist backstage, or assist in running a technical element of the show as well as being present for striking the show when needed. The intern position is an excellent training ground for future directors, choreographers and music directors, providing them with an overview of the full production process. Interns are expected to maintain a professional relationship with campers while still engaging with them in a connected way during the rehearsal process.

ANASTASIA YOUTH EDITION

Start Date: Jul 17, 2023

End date: Aug 4, 2023

Director \$1800

Director will be responsible for the overall vision for the show. This includes casting the show (with input and suggestions from their creative team), arranging the rehearsal schedule, delegating responsibilities within the show (who is responsible for creating material/choreography/teaching). This is also inclusive of coordinating with the scenic and costume designers to align their visions with one another as well as having a strong communication with the music director to ensure that material is being taught to both principal characters and the ensemble of their show. When we approach the technical rehearsals of the show, directors will be responsible for assisting the sound designer in creating a microphone plot and will be responsible for working with the lighting designer to assist them in building the show's cues. Directors are required to be present for auditions, callbacks, the show's three performances as well as striking the show when needed. During a typical camp day, directors are responsible for the safety and care of their campers as well as maintaining a safe and clean environment. This can include sitting with and monitoring students while they are in rehearsal with the music director or during portions of their lunch break and free time. Other responsibilities can include taking attendance, completing behavior/incident reports, and completing evaluations as needed.

Time Requirements

Prior to start of camp - attend auditions and callbacks

Camp day - be on campus from 8:30-3:15

Performances - be present from performers call time through the end of show

Cleaning Day - assist in making sure the college's spaces are clean

Weekly staff meetings/check ins

Exit evaluation/interview

Assistant Director \$1400

Assistant Director will be responsible for working alongside the director from the audition process through to the production of their show. The assistant director will give input into the casting process and assist in helping the director's artistic vision come to fruition. They will be responsible for creating and teaching any material the director assigns. Assistant directors are required to be present for auditions, callbacks, the show's three performances and during the performance, may be asked to assist backstage, or assist in running a technical element of the show as well as being present for striking the show when needed. During a typical camp day, directors are responsible for the safety and care of their campers as well as maintaining a safe and clean environment. This can include sitting with and monitoring students while they are in rehearsal with the music director or during portions of their lunch break and free time. Other responsibilities can include taking attendance, completing behavior/incident reports, and completing evaluations as needed.

Time Requirements

Prior to start of camp - attend auditions and callbacks

Camp day - be on campus from 8:30-3:15

Performances - be present from performers call time through the end of show

Cleaning Day - assist in making sure the college's spaces are clean

Weekly staff meetings/check ins

Exit evaluation/interview

Choreographer \$1400

Choreographer will be responsible for creating and teaching the choreography in the production as well as working alongside the creative team to put together the show. The choreographer will give input into the casting process and assist in helping the director's artistic vision come to fruition. They will be responsible for the material/choreography assigned to them by the director. Choreographers are required to be present for auditions, callbacks, the show's three performances and during the performance, may be asked to assist backstage, or assist in running a technical element of the show as well as being present for striking the show when needed. During a typical camp day, directors are responsible for the safety and care of their campers as well as maintaining a safe and clean environment. This can include sitting with and monitoring students while they are in rehearsal with the music director or during portions of their lunch break and free time. Other responsibilities can include taking attendance, completing behavior/incident reports, and completing evaluations as needed.

Time Requirements

Prior to start of camp - attend auditions and callbacks

Camp day - be on campus from 8:30-3:15

Performances - be present from performers call time through the end of show
Cleaning Day - assist in making sure the college's spaces are clean
Weekly staff meetings/check ins
Exit evaluation/interview

Intern \$100, enrollment into Theater Conservatory

Interns are responsible for assisting and working alongside the artistic staff of the show. Their responsibilities (ultimately to be determined by the director) can include assisting in creating material for the show (blocking, choreography, design elements), assisting in and teaching material to the cast, rehearsing material with small groups of cast members, helping to watch and care for students during the day - including sitting with and monitoring students while they are in rehearsal with the music director or during portions of their lunch break and free time, as well as working alongside the staff to create and build properties. Interns are required to be present for auditions, callbacks, the show's three performances and during the performance, may be asked to assist backstage, or assist in running a technical element of the show as well as being present for striking the show when needed. The intern position is an excellent training ground for future directors, choreographers and music directors, providing them with an overview of the full production process. Interns are expected to maintain a professional relationship with campers while still engaging with them in a connected way during the rehearsal process.

APPRENTICE (ages 8-10)

ARISTOCATS KIDS

Start Date: Jun 20, 2023

End date: Jul 8, 2023

No Camp held on Monday, June 19 or Tuesday, July 4.

Director \$1800

Director will be responsible for the overall vision for the show. This includes casting the show (with input and suggestions from their creative team), arranging the rehearsal schedule, delegating responsibilities within the show (who is responsible for creating material/choreography/teaching). This is also inclusive of coordinating with the scenic and costume designers to align their visions with one another as well as having a strong communication with the music director to ensure that material is being taught to both principal characters and the ensemble of their show. When we approach the technical rehearsals of the show, directors will be responsible for assisting the sound designer in creating a microphone plot and will be responsible for working with the lighting designer to assist them in building the show's cues. Directors are required to be present for the show's performance. During a typical camp day, directors are responsible for the safety and care of their campers as well as maintaining a safe and clean environment. This can include sitting with and monitoring students while they are in rehearsal with the music director or during portions of their lunch break and free time. Other responsibilities can include taking attendance, completing behavior/incident reports, and completing evaluations as needed.

Time Requirements

Camp day - be on campus from 8:30-3:15

Performances - be present from performers call time through the end of show

Cleaning Day - assist in making sure the college's spaces are clean

Weekly staff meetings/check ins

Exit evaluation/interview

Choreographer \$1400

Choreographer will be responsible for creating and teaching the choreography in the production as well as working alongside the creative team to put together the show. The choreographer will give input into the casting process and assist in helping the director's artistic vision come to fruition. They will be responsible for the material/choreography assigned to them by the director. Choreographers are required to be present for the show's performance and during the performance, may be asked to assist backstage, or assist in running a technical element of the show. During a typical camp day, directors are responsible for the safety and care of their campers as well as maintaining a safe and clean environment. This can include sitting with and monitoring students while they are in rehearsal with the music director or during portions of their lunch break and free time. Other responsibilities can include taking attendance, completing behavior/incident reports, and completing evaluations as needed.

Time Requirements

Camp day - be on campus from 8:30-3:15

Performances - be present from performers call time through the end of show

Cleaning Day - assist in making sure the college's spaces are clean

Weekly staff meetings/check ins

Exit evaluation/interview

Assistant Director \$1000

Assistant Director will be responsible for working alongside the director from the audition process through to the production of their show. The assistant director will give input into the casting process and assist in helping the director's artistic vision come to fruition. They will be responsible for creating and teaching any material the director assigns. Assistant directors are required to be present for auditions, callbacks, the show's three performances and during the performance, may be asked to assist backstage, or assist in running a technical element of the show as well as being present for striking the show when needed. During a typical camp day, directors are responsible for the safety and care of their campers as well as maintaining a safe and clean environment. This can include sitting with and monitoring students while they are in rehearsal with the music director or during portions of their lunch break and free time. Other responsibilities can include taking attendance, completing behavior/incident reports, and completing evaluations as needed.

Time Requirements

Prior to start of camp - attend auditions and callbacks

Camp day - be on campus from 8:30-3:15

Performances - be present from performers call time through the end of show

Cleaning Day - assist in making sure the college's spaces are clean

Weekly staff meetings/check ins

Exit evaluation/interview

Intern \$100, enrollment into Theater Conservatory

Interns are responsible for assisting and working alongside the artistic staff of the show. Their responsibilities (ultimately to be determined by the director) can include assisting in creating material for the show (blocking, choreography, design elements), assisting in and teaching material to the cast, rehearsing material with small groups of cast members, helping to watch and care for students during the day - including sitting with and monitoring students while they are in rehearsal with the music director or during portions of their lunch break and free time, as well as working alongside the staff to create and build properties. Interns are required to be present for auditions, callbacks, the show's three performances and during the performance, may be asked to assist backstage, or assist in running a technical element of the show as well as being present for striking the show when needed. The intern position is an excellent training ground for future directors, choreographers and music directors, providing them with an overview of the full production process. Interns are expected to maintain a professional relationship with campers while still engaging with them in a connected way during the rehearsal process.

ANNIE KIDS

Start Date: Jul 10, 2023

End date: Jul 29, 2023

Director \$1800

Director will be responsible for the overall vision for the show. This includes casting the show (with input and suggestions from their creative team), arranging the rehearsal schedule, delegating responsibilities within the show (who is responsible for creating material/choreography/teaching). This is also inclusive of coordinating with the scenic and costume designers to align their visions with one another as well as having a strong communication with the music director to ensure that material is being taught to both principal characters and the ensemble of their show. When we approach the technical rehearsals of the show, directors will be responsible for assisting the sound designer in creating a microphone plot and will be responsible for working with the lighting designer to assist them in building the show's cues. During a typical camp day, directors are responsible for the safety and care of their campers as well as maintaining a safe and clean environment. This can include sitting with and monitoring students while they are in rehearsal with the music director or during portions of their lunch break and free time. Other responsibilities can include taking attendance, completing behavior/incident reports, and completing evaluations as needed.

Time Requirements

Camp day - be on campus from 8:30-3:15

Performances - be present from performers call time through the end of show

Cleaning Day - assist in making sure the college's spaces are clean

Weekly staff meetings/check ins

Exit evaluation/interview

Choreographer \$1400

Choreographer will be responsible for creating and teaching the choreography in the production as well as working alongside the creative team to put together the show. The choreographer will give input into the casting process and assist in helping the director's artistic vision come to fruition. They will be responsible for the material/choreography assigned to them by the director. Choreographers are required to be present for the show's performance and during the performance, may be asked to assist backstage, or assist in running a technical element of the show. During a typical camp day, directors are responsible for the safety and care of their campers as well as maintaining a safe and clean environment. This can include sitting with and monitoring students while they are in rehearsal with the music director or during portions of their lunch break and free time. Other responsibilities can include taking attendance, completing behavior/incident reports, and completing evaluations as needed.

Time Requirements

Camp day - be on campus from 8:30-3:15

Performances - be present from performers call time through the end of show

Cleaning Day - assist in making sure the college's spaces are clean

Weekly staff meetings/check ins

Exit evaluation/interview

Assistant Director \$1000

Assistant Director will be responsible for working alongside the director from the audition process through to the production of their show. The assistant director will give input into the casting process and assist in helping the director's artistic vision come to fruition. They will be responsible for creating and teaching any material the director assigns. Assistant directors are required to be present for auditions, callbacks, the show's three performances and during the performance, may be asked to assist backstage, or assist in running a technical element of the show as well as being present for striking the show when needed. During a typical camp day, directors are responsible for the safety and care of their campers as well as maintaining a safe and clean environment. This can include sitting with and monitoring students while they are in rehearsal with the music director or during portions of their lunch break and free time. Other responsibilities can include taking attendance, completing behavior/incident reports, and completing evaluations as needed.

Time Requirements

Prior to start of camp - attend auditions and callbacks

Camp day - be on campus from 8:30-3:15

Performances - be present from performers call time through the end of show

Cleaning Day - assist in making sure the college's spaces are clean

Weekly staff meetings/check ins
Exit evaluation/interview

Intern \$100, enrollment into Theater Conservatory

Interns are responsible for assisting and working alongside the artistic staff of the show. Their responsibilities (ultimately to be determined by the director) can include assisting in creating material for the show (blocking, choreography, design elements), assisting in and teaching material to the cast, rehearsing material with small groups of cast members, helping to watch and care for students during the day - including sitting with and monitoring students while they are in rehearsal with the music director or during portions of their lunch break and free time, as well as working alongside the staff to create and build properties. are required to be present for auditions, callbacks, the show's three performances and during the performance, may be asked to assist backstage, or assist in running a technical element of the show as well as being present for striking the show when needed. The intern position is an excellent training ground for future directors, choreographers and music directors, providing them with an overview of the full production process. Interns are expected to maintain a professional relationship with campers while still engaging with them in a connected way during the rehearsal process.

(if numbers go over 24 add Assistant Director \$1000)

Intern

MT KIDS (Ages 5-7)

DISNEY SPECTACULAR

Start Date: Jun 20, 2023

End date: Jul 8, 2023

No Camp held on Monday, June 19 or Tuesday, July 4.

Director/Choreographer \$1200

Director will be responsible for the overall vision of the revue (approximately 20/25 minutes of material). This includes casting the show by deciding features through a gentle and optional audition process within the camp day (with input and suggestions from their creative team), arranging the rehearsal schedule, delegating responsibilities within the show (who is responsible for creating material/choreography/teaching). This is also inclusive of coordinating with the scenic and costume designers to align their visions with one another as well as having a strong communication with the music director to arrange an order of teaching that is beneficial to the cast. When we approach the technical rehearsals of the show, directors will be responsible for assisting the sound designer in creating a microphone plot and will be responsible for working with the lighting designer to assist them in building the show's cues. Directors are required to be present for the show's performance as well as striking the show when needed. During a typical camp day, directors are responsible for the safety and care of their campers as well as maintaining a safe and clean environment. This can include sitting with and monitoring students while they are in rehearsal with the music director or during portions of their free time.

Other responsibilities can include taking attendance, completing behavior/incident reports, and completing evaluations as needed.

Time Requirements

Camp day - be on campus from 8:30-12:30

Performances - be present from performers call time through the end of show

Cleaning Day - assist in making sure the college's spaces are clean

Weekly staff meetings/check ins

Exit evaluation/interview

Asst. Director \$800

Assistant Director will be responsible for supporting the Director/Choreographer and/or Music Director in all areas of the production as well as working alongside the director to put together the show. They will give input into deciding on features in the revue and assist in helping the director's artistic vision come to fruition. They will be responsible for the material/staging/choreography assigned to them by the director. They are required to be present for the show's performance and during the performance, may be asked to assist backstage, or assist in running a technical element of the show as well as being present for striking the show when needed. During a typical camp day, directors are responsible for the safety and care of their campers as well as maintaining a safe and clean environment. This can include sitting with and monitoring students while they are in rehearsal with the music director or during portions of their free time. Other responsibilities can include taking attendance, completing behavior/incident reports, and completing evaluations as needed.

Time Requirements

Camp day - be on campus from 8:30-12:30

Performances - be present from performers call time through the end of show

Cleaning Day - assist in making sure the college's spaces are clean

Weekly staff meetings/check ins

Exit evaluation/interview

Intern \$100, enrollment into Theater Conservatory

Interns are responsible for assisting and working alongside the artistic staff of the show. Their responsibilities (ultimately to be determined by the director) can include assisting in creating material for the show (blocking, choreography, design elements), assisting in and teaching material to the cast, rehearsing material with small groups of cast members, helping to watch and care for students during the day - including sitting with and monitoring students while they are in rehearsal with the music director or during portions of their lunch break and free time, as well as working alongside the staff to create and build properties. are required to be present for auditions, callbacks, the show's three performances and during the performance, may be asked to assist backstage, or assist in running a technical element of the show as well as being present for striking the show when needed. The intern position is an excellent training ground for future directors, choreographers and music directors, providing them with an overview of the full

production process. Interns are expected to maintain a professional relationship with campers while still engaging with them in a connected way during the rehearsal process.

KIDS ON BROADWAY

Start Date: Jul 10, 2023

End date: Jul 29, 2023

Director \$1200

Director will be responsible for the overall vision of the revue (approximately 20/25 minutes of material). This includes casting the show by deciding features through a gentle and optional audition process within the camp day (with input and suggestions from their creative team), arranging the rehearsal schedule, delegating responsibilities within the show (who is responsible for creating material/choreography/teaching). This is also inclusive of coordinating with the scenic and costume designers to align their visions with one another as well as having a strong communication with the music director to arrange an order of teaching that is beneficial to the cast. When we approach the technical rehearsals of the show, directors will be responsible for assisting the sound designer in creating a microphone plot and will be responsible for working with the lighting designer to assist them in building the show's cues. Directors are required to be present for the show's performance as well as striking the show when needed. During a typical camp day, directors are responsible for the safety and care of their campers as well as maintaining a safe and clean environment. This can include sitting with and monitoring students while they are in rehearsal with the music director or during portions of their free time. Other responsibilities can include taking attendance, completing behavior/incident reports, and completing evaluations as needed.

Time Requirements

Camp day - be on campus from 8:30-12:30

Performances - be present from performers call time through the end of show

Cleaning Day - assist in making sure the college's spaces are clean

Weekly staff meetings/check ins

Exit evaluation/interview

Assistant Director \$800

Assistant Director will be responsible for supporting the Director/Choreographer and/or Music Director in all areas of the production as well as working alongside the director to put together the show. They will give input into deciding on features in the revue and assist in helping the director's artistic vision come to fruition. They will be responsible for the material/staging/choreography assigned to them by the director. They are required to be present for the show's performance and during the performance, may be asked to assist backstage, or assist in running a technical element of the show as well as being present for striking the show when needed. During a typical camp day, directors are responsible for the safety and care of their campers as well as maintaining a safe and clean environment. This can include sitting with and monitoring students while they are in rehearsal with the music director

or during portions of their free time. Other responsibilities can include taking attendance, completing behavior/incident reports, and completing evaluations as needed.

Time Requirements

Camp day - be on campus from 8:30-12:30

Performances - be present from performers call time through the end of show

Cleaning Day - assist in making sure the college's spaces are clean

Weekly staff meetings/check ins

Exit evaluation/interview

Intern \$100, enrollment into Theater Conservatory

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STORY TO STAGE - \$600 per session

Available for session one & session two.

Supervisor is the lead teacher to guide students through the program. Shaping the script through improvisation and theater games and rehearsing a play that the students write with their support. Design non-complex costumes and set pieces for the students to decorate and execute rehearsals.

Time Requirements

Camp day - be on campus from 12:30 pm - 3:15 pm

Performances - be present from performers call time through the end of show

Cleaning Day - assist in making sure the college's spaces are clean

Weekly staff meetings/check ins

Exit evaluation/interview

Story to Stage Assistant - \$450 per session

Assist supervisor with student management, leading theatre games, helping to guide rehearsals of this original play, assist in simple costume and set design and coordination as needed.

Time Requirements

Camp day - be on campus from 12:30 pm - 3:15 pm

Performances - be present from performers call time through the end of show

Cleaning Day - assist in making sure the college's spaces are clean

Weekly staff meetings/check ins

Exit evaluation/interview

FULL CAMP POSITIONS

Music Director \$3000

Start date: Jun 20, 2023

End date: Aug 4, 2023

Music Director will be responsible for teaching the music in the Children's Theater and Apprentice productions. This will include working with both principal characters and the ensembles of each show. Cast members will rotate into the music director's space throughout the day and should be accompanied by at least one staff member from their show while in rehearsals when in a large group rehearsal. The music director is expected to keep strong communication with the director to ensure that material is being taught in an order that benefits both the music director and the director's rehearsal schedule. When possible, the music director should check in on technical rehearsals to make sure that music is continuing to be performed as taught and when needed, and assist in warming up students for performances. Music Director should be available during performances and may be asked to assist in an element of production - either in the technical booth or backstage. During a typical camp day, music directors are responsible for the safety and care of the campers when they are in rehearsal with them and may be asked to assist in the care and supervision of campers during their lunch break or free time.

Music Director - MT Kids - \$1800

Start date: Jun 20, 2023

End date: Jul 29, 2023

Music Director will be responsible for teaching the music in the MT Kids' productions (2 20/25 minute musical revues). This will include working with both principal characters and the ensembles of various shows during the first 6 weeks of camp. The music director of this program will stay with the campers in the cast throughout the day, assisting in running rehearsals and supervising students. The music director is expected to keep strong communication with the director to ensure that material is being taught in an order that benefits both the music director and the director's rehearsal schedule. Responsibilities may include assisting with attendance, warming up students for rehearsals and performances and assisting with discipline when necessary. Music Director should be available during performances and may be asked to assist in an element of production - either in the technical booth or backstage. During a typical camp day, music directors are responsible for the safety and care of the campers when they are in

rehearsal with them and may be asked to assist in the care and supervision of campers during lunch or free time.

If for any reason the Music Director for the full day camps is unavailable the MT Kids music director may be asked to assist with those programs, pay would be appropriately adjusted for a full day if agreed upon by MD and camp director.

Time Requirements

Camp day - be on campus from 8:30-1 pm

Performances - be present from performers call time through the end of show

Cleaning Day - assist in making sure the college's spaces are clean

Weekly staff meetings/check ins

Exit evaluation/interview

Technical Staff

All technical positions will be held from:

Start date: Jun 20, 2023

End date: Aug 4, 2023

While hours can be flexible, you will be expected to put in 25-32 hours per week and at least 12 of those hours are expected to be during the 9am - 3 pm camp hours. Specific schedule can be discussed with Technical Director, Camp Director and Associate Artistic Director.

Technical Director \$3,000

Technical Director will be responsible for overseeing the scheduling, construction and overall operation of the sets for all Summer Stage productions. This includes delegating tasks to the other technical staff and overseeing the progress of all builds. The technical director is expected to be onsite during the camp day and should have strong communication with the various productions' directors in order to ensure that everyone is up to date on the progress of set construction. While building can occur on stage, the stage will need to be open to rehearsals at some points of each day, and to make sure this is as convenient as possible for everyone, a schedule will be determined with input from the technical director, creative teams and managers. Responsibilities for the technical director can sometimes include teaching, building and monitoring. The technical director should be present for the technical rehearsals for each show, and should be onsite for the performances of each show.

Scenic Design \$1,800

The Scenic Designer is responsible for the design elements of each production done within the Summer Stage season. In this year's (2023) iteration of Summer Stage, this includes one unit set with safe and visually appealing levels. In addition to the main build, design elements will be needed for the following productions: Aristocats Kids, Finding Nemo Jr, The 35th Anniversary Show, Annie Kids and Anastasia Youth Edition. Design elements for individual shows may include facings, small additional set pieces, drops, repainting, etc.

Master Carpenter \$1400

This member of the technical team will be responsible for constructing and building the sets for the Summer Stage season. They are expected to follow the instruction and guidance of the technical director and their responsibilities may include building, creating, and painting. Members of the scenic construction team are expected to be responsible with power tools, maintaining a professional and safe working environment. As Master Carpenter they may be asked to oversee other members of the construction team and/or work with the intern(s) as a guide.

Scenic Construction \$1200

This member of the technical team will be responsible for constructing and building the sets for the Summer Stage season. They are expected to follow the instruction and guidance of the technical director and their responsibilities may include building, creating, and painting. Members of the scenic construction team are expected to be responsible with power tools, maintaining a professional and safe working environment.

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Scenic Painter \$1200

This member of the technical team will work alongside the construction team and will also be responsible for constructing and building the sets for the Summer Stage season, but it is preferable that this member of the team has a strong skill set for scenic painting. It would be preferred that they take the lead when it comes to the painting elements of the builds, though they will also be responsible for building and creating of pieces and should be responsible with power tools, maintaining a professional and safe working environment.

Scenic Intern - \$100 + Conservatory enrollment - An opportunity to work alongside the scenic team and would be expected to work in all areas: building, painting, etc. They will take direction from Technical Director and Master Carpenter.

Lighting Designer & Master Electrician \$2000

The lighting designer will be responsible for creating the looks and programming the lighting cues for the shows within the Summer Stage season. The designer is expected to work with the director of each show to gain an understanding of the show's look and feel and to learn the general staging of the show so that the lighting in each production enhances the overall look of the piece. In addition to meeting with the director, the lighting designer is expected to be onsite to program the lights and should be at technical rehearsals to receive feedback from the director and adjust cues when needed. Role includes maintenance of all lighting equipment (changing

lamps, repairs when needed) , hanging of instruments, focus and applying gels for color. Also included would be the pick up and returning of any rental equipment.

Lighting Intern - \$100 + conservatory enrollment

This intern, the Light Board Op is responsible for running the light board during the technical rehearsals and performances of the show. Given the nature of the short rehearsal period, it may be preferable for a member of the show's creative team to call the lighting cues, but the light board op should have a strong enough knowledge of the show to feel confident in the look and feel of the piece.

Sound Designer \$ 2000

The sound designer will be responsible for creating a manageable and efficient plan to have the best possible sound for each of the shows in the Summer Stage season. The designer is expected to work with the director of each show to gain an understanding of the show's sound needs and work together to create a microphone plot/plan for the best way to hear any solo/feature dialogue/songs as well as the ensemble's sound. The designer can also assist in locating any sound effects, supplemental sound cues for the productions. In addition to meeting with the director, the sound designer is expected to be onsite to set up sound and should be at technical rehearsals to receive feedback from the director and make adjustments when needed. Designer will be responsible for running the sound during the technical rehearsals and performances of the show with the support of their sound intern.

Sound Intern - \$100 + conservatory enrollment

Will support designers by helping performers into their microphones and making sure equipment is functioning properly prior to the performances (sound checks, balances for microphone/tracks). Given the nature of the short rehearsal period, it may be preferable for a member of the show's creative team to call sound cues, but the sound engineer should have a strong enough knowledge of the show to feel confident in the overall sound design of the piece.

Costume Designer \$2100

Costume Designer will be responsible for overseeing the scheduling, construction and overall operation of the costumes for the Summer Stage productions. This includes delegating tasks to the other wardrobe staff and overseeing the progress of any builds. The costume designer is expected to meet with the creative teams of each show to discuss overall vision, look and feel of the show. Once a show is cast, the costume designer and their team are responsible for measurements and fittings of the cast. The wardrobe team will have access to the costume inventory and will be responsible for traveling to obtain pieces for various shows. The costuming department is not responsible for campers during the day, unless they are being fitted for an upcoming show. While the costume staff is expected to be onsite for try-ons, fittings and technical rehearsals/performances, the staff are not required to be onsite at all times. The designer and their team are responsible for striking costumes, including laundering and restoring pieces to return to storage.

Assistant Costume Designer \$1400

The Assistant Costume Designer is responsible for assisting the needs of the Costume Designer and, as delegated by the designer, is responsible for building, creating, altering and assembling costumes. Once a show is cast, they are responsible for measurements and fittings for the cast members. The wardrobe team will have access to the costume inventory and will be responsible for traveling to obtain pieces for various shows. The costuming department is not responsible for campers during the day, unless they are being fitted for an upcoming show. While the costume staff is expected to be onsite for try-ons, fittings and technical rehearsals/performances, the staff are not required to be onsite at all times. The designer and their team are responsible for striking costumes, including laundering and restoring pieces to return to storage.

Costume Intern \$100 and enrollment in Conservatory

CAMP NURSE \$3000

Hours: Monday – Friday 8:45 – 3:15

Duties:

1. Review all medical forms and seek out any missing forms
2. Contact parents who express specific needs or concerns on their forms
3. Make the staff aware of any specific medical issues that could impact a camper's safety. (ie: Allergies, use of an epi pen, epilepsy, physical or emotional limitations)
4. Inventory, fill, and distribute first aid kits (provided by MCA) to every rehearsal and or workspace.
5. Attend to any special medical needs as required for the health and safety of the children. (Glucose monitoring, special timed snacks etc.)
6. Attend general medical and first aid related issues. (Handing out band aids, contacting parents to pick up sick children, etc)
7. Contribute a "From the Nurse" article for the weekly newsletter.
8. Maintain a safe, clean and inviting environment for campers or staff to visit when in need of your support.
9. Respond to parent concerns in reference to their child's medical needs.
10. Attend all staff and parent meetings.
11. Complete all end of season exit interviews and forms.

Production Desk Supervisor \$2000.00

Hours: Monday – Friday 8:30 – 3:15

1. Maintain updated Registration Information
2. Create weekly attendance forms
3. Contact families of children not in attendance
4. Answer all Summer Stage phone calls that come into the Summer Stage Phone
5. Respond to all emails that come into the Summer Stage email address

6. Serve as “Security” by responding to parent needs at the front desk and not permitting anyone who is not staff or identified College staff in any other part of the building.
7. Put together a weekly newsletter by soliciting information from each program and photos.
8. Handle any additional administrative needs that come up as camp progresses.
9. Attend Staff meetings.
10. Participate in an exit interview and complete all program evaluations.

Stage Key Supervisor - \$600

Split by 2 people. Responsible for signing campers in and out of program. Responsible for arranging schedule of Stage Key employees

Conservatory Supervisor - \$400

First Session of Children’s Theatre - Will be primary staff person who will maintain attendance and supervision of the Conservatory program, will introduce the workshop speakers and coordinate post-workshop discussions.

3:00-5:30 M-F during Session 1

Mainstage Center for the Arts does not discriminate on the basis of disability in admission or access to, treatment of or employment in, its services, programs or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in Mainstage services, programs, and activities. Mainstage Center for The Arts has a designated coordinator to facilitate compliance with the American Disabilities Act of 1990 (ADA), as required by Section 35.107 of the US Department of Justice regulations, and to coordinate compliance with Sections 504 and 508 of the Rehabilitation Act of 1973. While the above laws mandate equal access to people with disabilities, Mainstage Center for the Arts makes it a priority to establish a workplace, educational, and artistic environment that embraces the spirit of the law ensuring an optimal experience for all. Upon request, information will be made available in large print.

All Staff offers are contingent upon camp enrollment.