



# WESTMONT

## SPRING SING

### **STAGE MANAGER**

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All positions on the Spring Sing Committee are part of a creative team that plans, manages, and produces Spring Sing. The committee functions as a team, but there are tasks specific to each role.

This position is in charge of all backstage happenings and works under the direction of the Producer and Technical Producer. It is essential that they desire, and are able, to be in constant communication with the Technical Producer.

The Stage Manager will need to work with volunteers to achieve all their responsibilities. The Stage Manager will not be physically moving backdrops, props, etc. Rather he/she will manage a team to accomplish smooth transitions between the show.

Prior to the show this position communicates with the dorm directors about backdrops and props for the show. The Stage Manager also organizes the transport of props and backdrops to the Bowl on the day of dress rehearsal.

### **RESPONSIBILITIES**

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- Order, store, and distribute cardboard for backdrops.
- Provide drop cloths for dorms
- Bring all backdrops and large props to the venue for dress rehearsal
- Assist in running the dress rehearsal by knowing the order, where exactly props go, how people are entering/exiting the stage, how to change sets, etc.
- Organize and keep track of all backstage props during the show
- Direct and oversee everyone entering and exiting the stage (in coordination with the Assistant Producer, and receiving instruction from, the Technical Producer and his/her crew)
- Enforce back stage policies (e.g. no paint at the Bowl)
- Aggressively invite the campus community to audition for a side acts, encouraging creative and diverse talent.
- Organize all needs required for side act auditions (e.g. reserve venue, sound requirements, etc.)
- Communicate clearly all side act technical needs to the Technical Producer
- Facilitate a conversation with the Producer, Assistant Director of Campus Life, Technical Producer, and available Committee members to decide which side acts will make it into the show.
- Coordinate backstage cleanup after the show.
- Assist Producer, Assistant Director of Campus Life, and Technical Producer with needs as they arise

### **EXPECTATIONS**

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Your presence is required at the following events and trainings:

- Spring Sing Committee Retreat
  - Saturday, January 12, 2019
- Weekly Spring Sing Committee Meetings
  - Beginning the week of January 21, 2019

- Concluding the week of April 2nd, 2019
- Spring Sing Kick-Off | February 6, 2019
- Gym Rehearsals | March 25-28
  - Please note: the entire committee is not required to attend gym rehearsals. Details will be outlined as gym rehearsals get closer.
- Dress Rehearsal | March 29, 2019
- Spring Sing | March 30, 2019
- Other meetings/gatherings that your specific position entails
- Assisting fellow committee members with responsibilities (e.g. committee backdrop, video(s), bringing props to the bowl, delivering cardboard to dorms, etc.)
- All Spring Sing Committee members, with the exception of the Producer, are expected to assist with Bowl clean up prior to going to Taffy's

## **QUALIFICATIONS**

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- Have a minimum 2.3 GPA
- Strong ability to manage time well, meet deadlines, maintain a high level of organization, and manage multiple projects simultaneously
- The ability to be self-motivated and to work independently when the need arises
- The ability and desire to work closely with other student leaders, the Assistant Director of Campus Life, and the Technical Producer of Spring Sing
- The ability to relate and work professionally with a diverse student population
- Maintain full-time student status at Westmont and fulfills the college's eligibility requirements for participation in campus activities as reflected in the Student Handbook
- An understanding of Westmont's mission, campus environment and culture
- Students on disciplinary probation are not eligible to apply to student leadership positions.
- If a current student leader violates the community life standards or policies, their organizational advisor or supervisor will be notified and the student will be required to meet with the advisor or supervisor to discuss the situation and determine whether the student should be permitted to continue to serve in the role. It is the advisor or supervisor's responsibility to make this decision.