



Stage Manager Mentee – Job Posting

MARY POPPINS

Overview: We are seeking a highly organized and eager Stage Manager Mentee to join our production of "Mary Poppins." As the Stage Manager Mentee, you will have the unique and valuable experience of spending six weeks being mentored by a professional, Calgary-based Stage Manager Mentor as you play a crucial role in ensuring the smooth operation of rehearsals, performances, managing the backstage environment, and collaborating closely with the director, cast, and crew. "Mary Poppins" is a high-energy musical that requires meticulous coordination and attention to detail to deliver outstanding performances.

After the six-week mentoring period, you will have the opportunity to take over all Stage Manager duties including calling the show for the entirety of the run.

Responsibilities:

1. Pre-production:

- Collaborate with the director, SM Mentor and production team to develop a comprehensive rehearsal and performance schedule.
- Coordinate logistics including scheduling rehearsals, fittings, and production meetings.

2. Rehearsal Process:

- Facilitate efficient rehearsals by ensuring that actors, crew, and creative team members are informed and prepared.
- Take detailed notes during rehearsals and distribute updates to the production team.
- Coordinate with the stage crew for set construction, prop acquisition, and technical preparations.

3. Performance Execution:

- Oversee all backstage activities during performances, including cues, scene changes, and actor entrances/exits.
- Maintain clear communication with the lighting, sound, and wardrobe departments to ensure cues are executed smoothly.
- Manage emergencies or unforeseen issues during performances, ensuring quick resolutions while maintaining the integrity of the show.

4. Team Management:

- Supervise and support the Assistant Stage Manager(s) and any additional stage crew members.
- Foster a positive and collaborative atmosphere among the production team, cast, and crew.

5. Documentation and Communication:

- Maintain accurate show documentation including schedules, contact lists, and performance reports.
- Serve as the primary point of contact for cast and crew regarding scheduling changes, announcements, and other relevant information.

Requirements:

- Proven experience as a Stage Manager in theatrical productions, preferably with experience in musical theater.
- Strong organizational and multitasking abilities, with exceptional attention to detail.
- Excellent communication and interpersonal skills.
- Ability to remain calm under pressure and problem-solve effectively.
- Flexibility in working hours, particularly during technical rehearsals and performances.
- Familiarity with stage management software (e.g., Stage Management Templates, Showcaller, etc.) is a plus.

TO APPLY:

- **Email your CV and Letter of Intent to admin@phoenixartsco.com**
- **Application Deadline: Sunday, March 1, 2026**
- **Interviews will be conducted during the first two weeks of March**
- **Position offer will be extended by April 1**

ADDITIONAL INFORMATION:

- **Location:** Lethbridge, AB
- **Contract Duration:** May 25 – July 20, 2026
- **Compensation:** \$2000
- ****University of Lethbridge Students:** Students enrolled at the University of Lethbridge may also receive school credit for this opportunity. To receive university credit, the successful student candidate will need to contact Betty Hushlak to enroll in the necessary course and may be required to complete an experiential report or journal. The University may provide an additional stipend to a successful student candidate to cover cost of the tuition for the course.