



2026 Green Box Arts Festival: Sallie Bush Stage/Company Manager

POSITION: Stage/Company Manager for all activities in the Sallie Bush Community Center as part of the 2026 Green Box Arts Festival

REPORTS TO: Green Box's Director of Production

ROLES & RESPONSIBILITIES: Roles and responsibilities of this position include, but are not limited to the following:

*Serve as Green Box's Company Manager related to all personnel who are visiting artists and connected to companies that are providing service through performance and masterclasses

- As Company Manager, duties include creating daily rehearsal/performance schedules, maintaining constant communication, providing needs of company members

*As Stage Manager for activities in the Sallie Bush Community Center, serve as the primary liaison between all departments. Specific duties include, but are not limited to:

- Attend all production meetings, technical rehearsals, dress rehearsals and performances
- Work alongside production, creative and administrative staff to provide organization to the productions. This includes managing daily schedules, taking blocking notes and communicating with designers
- Provide all production related tasks including, but not limited to: taping out the space, working with Director of Production on crew needs and schedule, providing marking tape as needed, mopping and sweeping performance area before each rehearsal/performance, keeping backstage spaces clean and tidy, completing laundry as required
- Create and disseminate all rehearsal schedules in coordination with dance companies, lighting designer, and director of Production
- Create all cue sheets as it relates to performances
- Coordinate with Front of House Staff as required
- Call performances of performances (and run light & sound board)
- Assist with load-in and load-out
- Additionally, perform these services for one dance performance at outdoor location, and perform these services for all other activities in the Sallie Bush Community Center during the period of employment

DATES & COMPENSATION: This position spans three weeks (6/29-7/19). Must be available to work nights, weekends, and commit to the position's full duration. Compensation is \$1,000.00 per week.

DEADLINE & HOW TO APPLY: Applicants must send a resume and cover letter to info@greenboxarts.org by **APRIL 1, 2026**.