



**2026-2027 Season**  
**Stage Manager Application Requirements**  
***Frozen***

The deadline for submissions is **Friday, April 10 at 8:00pm.**

We ask all applicants to respond to the following:

1. **Resume** of your theatrical experience (particularly your experience at Orpheus, and in Stage Management roles).
2. **Why do you want to Stage Manage this production?**  
What excites you about this show and the responsibilities of this role?
3. **Describe your experience leading a Stage Management team.**  
Include any work with Assistant Stage Managers, Apprentices, or Production Assistants, and your approach to delegation and collaboration.
4. **How do you support a Directing Team during the rehearsal process?**  
Please speak to your approach to taking blocking notes, maintaining the prompt book, and handling any other administrative or communication duties that help the creative team stay organized and effective.
5. **Tell us about your experience managing rehearsals and calling shows.**  
What tools or strategies do you use to keep rehearsals running smoothly and ensure the artistic vision is maintained during the run?
6. **Orpheus values a safe, inclusive, and supportive environment.**  
How do you foster positive relationships within a cast and crew, especially under pressure?
7. Please indicate your availability for the Pre-Season Orientation on Friday, June 26, 2026 at 7:00pm.
8. Please confirm your availability for tech rehearsals and performances from Sunday, November 16 – Sunday, November 30.
9. Are you a member of CAEA or any other theatre association? (This is a non-Equity, community theatre production.)

Please send applications to the Production Personnel Selection Committee at [recruitment@orpheusmusicaltheatre.ca](mailto:recruitment@orpheusmusicaltheatre.ca) by **8:00pm on Friday, April 10, 2026.** All applications will be acknowledged and reviewed by the Production Personnel Selection Committee for selections and recommendations. The Committee may request an interview for further considerations. All applicants will be notified of the results of their applications.

Orpheus strongly encourages individuals from equity-seeking communities and intersecting identities to submit. Orpheus is committed to providing our teams with a work environment free of discrimination and harassment and fostering an inclusive and supportive workplace. Please advise us of any accommodation measures required which would enable you to apply.

## **Director's Vision**

**by: Audrey Read Egan**

My vision for *Frozen* with Orpheus is a production that is not only visually beautiful and magical, but equally powerful in its storytelling, one that centers love, truth, and sacrifice. At its heart, this is a story filled with warmth and humor, and my approach embraces both the verbal wit and the rich physical comedy woven throughout the show. Characters such as Sven, Olaf, Kristoff, and the Duke of Weselton offer abundant opportunities for joy and laughter, and I am committed to fully showcasing that humour so audiences leave delighted and uplifted.

Equally important to me is the emotional truth of the piece. The characters of Anna and Elsa portray a multitude of human emotions, and showcasing the humanity of these characters will be central to the direction, music direction, and the choreography. I prioritize close, collaborative work with actors to help them bring their characters to life in ways that are honest, specific, and deeply human, performances that truly touch the hearts of those watching. While *Frozen* may be known for its Disney magic, this production will emphasize that it is ultimately a story about sisters, community, and the power of love and care to heal both individuals and a village.

This vision also invites the creative production team to bring their full range of skills, expertise, and creativity to the storytelling. I encourage fresh ideas and creative twists on traditional themes. By honouring the characters, music, and moments audiences know and love from the film, while embracing inventive staging and fresh creative choices, I want the production to feel both comfortingly familiar and excitingly new. Fans of *Frozen* will recognize the heart of the story they cherish, while also discovering new moments of surprise, depth, and theatrical magic.

My directing approach is grounded in story first. I begin with character and narrative clarity, then work collaboratively with the creative team to build the world of the play through technical and design elements that support and elevate that story. From the first production meeting through closing performance, my goal is to foster strong collaboration and create a cohesive, joyful, and emotionally resonant experience for both artists and audiences.

## **Stage Manager Job Description**

In short, a Stage Manager (SM) is an artist, parent, friend, confidant, nurse, drill sergeant, and cheerleader. In other words, the Stage Manager is a dynamic position, ideal for the person who is comfortable with juggling a number of responsibilities and roles at once.

**The Stage Managers job is to maintain the artistic integrity of the show as per the Director's original intent.**

Along with calling the show, the Stage Manager's job is to translate the artistic vision of the show into organizing a safe and effective rehearsal process, transfer to the theatre, and performance. The Stage Manager leads to Stage Management Team, which is comprised of the Assistant Stage Manager(s), Apprentice Stage Manager (if any), and Production Assistant (PA). The Stage Manager is integral to the success of any Orpheus production.

During the rehearsal period, the Stage Manager provides support/assistance to the director and production team; during the actual performance period, the Stage Manager takes charge of the production. The Stage Manager also serves as a support to the designers and entire production team. Regular contact must be maintained with the entire production staff in order to communicate all of the various bits of information pertaining to the production. The Stage Manager relies on a good working relationship with all positions and departments.

## **Responsibilities**

Specific responsibilities of an Orpheus Stage Manager include, but are not necessarily limited to, the following:

NOTE: Some responsibilities may be delegated to other members of the Stage Management Team, with the responsibility of the Stage Manager to ensure that the delegated responsibility is still met.

### **1. Rehearsals**

- Ensuring the safety of all Orpheus personnel (cast, crew, etc.);
- Reading off and Signing off on the Orpheus Fire Safety Plan, and ensuring that all members of the production team and all cast members are aware of and comply with the Fire Safety Plan;
- Attending all production meetings;
- Working with the Directing Team, Department Heads, Technical Director (TD), and/or Production Manager, to schedule rehearsals, technical meetings, and outside calls, (e.g. costume fittings);
- Attending all rehearsals;
- In consultation with the Directing Team, maintaining structure and discipline during rehearsals;
- Recording blocking notes at rehearsals;
- Producing daily rehearsal notes for distribution;
- Ensuring their own extensive knowledge of the show in order to be able to call the show;
- Assembling and Maintaining the Prompt Book (Cue Script) for calling rehearsals and performances;
- Ensuring that other members of the Stage Management Team are completing their responsibilities;

- Engaging the Technical Director (TD) on technical issues relating to the script, set design, and/or building plans;
- Reporting the status of the show as requested by the Producer;
- Ensuring that the ASM(s) has/have attended all rehearsals to know the show;
- Engaging Stage Crew, as required, and ensuring they are all aware of their responsibilities before move-in;
- Determining requirements for Theatre volunteers for stage crew and flying, and provide these requirements to the Theatre Chief of Production in sufficient time to allow volunteers to be obtained (typically, at least 3 weeks in advance);

## **2. At the Theatre**

- Ensuring the safety of all Orpheus personnel (cast, crew, etc.) at the theatre;
- Ensuring that all members of the production team and all cast members are aware of and comply with the theatre's Fire Safety Plan, including conducting a fire drill;
- Obtaining medical forms from Production Assistant (PA) and making arrangements to secure them throughout the run at the theatre;
- Assembling and maintaining schedules for theatre setup, rehearsals (Tech Week) and performances;
- Ensuring the stage is spiked as required, including safety zones and sight lines;
- Ensuring that the orchestra pit is laid out and set up according to the wishes of the Music Director; confirming with the Theatre staff that the completed setup of the orchestra pit is safe for the orchestra;
- Checking that the cast, crew and orchestra have signed in when required for theatre rehearsals and performances;
- Ensuring that rehearsals and performances (subject to unforeseen circumstances) start on time;
- Maintaining the Prompt Book (Cue Script) and calling the performances;
- Maintaining the artistic intentions of the Director, Music Director and Choreographer after opening, including advising the Directing Team (and/or cast members directly) of any serious deviations from the script or direction, particularly as the run progresses;
- Ensuring that all personnel are out of the Theatre no later than the agreed upon time in accordance with the Theatre contract;
- Producing daily production report after each performance for distribution;
- Ensuring dressing rooms are emptied and clean, as well as cross-over, pit, loading dock, high transfer area, wardrobe, makeup, and green room(s) are emptied of all Orpheus gear.

## **3. Conduct**

- Being courteous and friendly to all cast and crew members;
- Never taking sides in production or cast conflicts. If some arise, taking the opportunity, if it presents itself, to have the parties get together and find a resolution to the problem. Note that ultimate responsibility for dispute resolution rests with the Production Manager and/or Managing Director;
- Letting the Director and/or Production Manager know of any complaints overheard, so they can talk to the people involved and straighten out the situation as warranted;
- Being conscious of cast and crew morale and helping boost whenever necessary.