Museum Theater Coordinator

Plimoth Patuxet is an outdoor, living history museum that provides powerful, personal encounters with history built on thorough research about the Wampanoag People and the Colonial English community in the 1600s. Today, Plimoth Patuxet provides an engaging and experiential outdoor and indoor learning environment on its main campus, at Mayflower at State Pier on Plymouth’s waterfront, and at the Plimoth Grist Mill on Town Brook. Our permanent exhibits tell the complex and interwoven stories of two distinct - English and Indigenous. The main exhibits are enhanced with an exciting menu of special events, public programs and workshops that offer a rich and diverse exploration of the 17th-century.

Plimoth Patuxet will produce an immersive museum theatre experience in the 2021 season. The timed, daily production in the English Village will portray daily life in 17th-Century Plymouth Colony and feature eight performers.

POSITION SUMMARY:
We are looking for an experienced stage manager for the immersive museum theatre model at Plimoth Patuxet Museums. They will assist the Museum Theatre Manager in all aspects of the rehearsal process of the timed, scripted and semi-scripted, immersive production that will be performed multiple times a day. They will also provide hands-on support for all performances of the daily production including calling cues, resetting props/costumes/scenery, and overseeing operational logistics.

The Museum Theater Coordinator will facilitate communication between Historic Sites and Guest Experience staff and the cast. They will also write daily performance reports.

Due to the immersive nature of this production, we are looking for an excellent problem solver and communicator who can manage multiple tasks simultaneously. They must be comfortable overseeing and operating a complex performance. We also seek someone comfortable working outdoors and with immersive, devised theatre. A passion for history and education is a plus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Rehearsals
- Attend and manage all rehearsals of the timed, scripted and semi-scripted, immersive theatre production. This production will occur multiple times a day.
- Assist Museum Theater Manager with creating rehearsal schedule and production calendar
- Assist the production staff and coordinate rehearsal props and furniture as necessary. This also includes creating and maintaining a master props list.
- Prepare rehearsal spaces with necessary props, costumes, and scenic elements
- Record Museum Theatre Manager’s blocking and notes in master production book
- Develop preset lists and run lists
- Write and distribute daily rehearsal reports; attend production meetings
Performances

- Attend all performances of the timed, scripted and semi-scripted, immersive theatre production. This production will occur multiple times a day.
- Open and close the performance spaces; manage the storage and organization of spaces
- Call cues and run props throughout the show
- Preset and reset all props, costumes, and scenic elements
- Manage the production callboard, including sign-in sheets, and announcements.
- Monitor actors’ attendance and performances, reporting any issues to Museum Theater Manager
- Assign, supervise and assess the work of Historical Performers
- Ensures the Museum Theater Manager’s vision is achieved through daily supervision of performances
- Provide effective and efficient hands-on support when problems arise
- Facilitate communication between production staff members and cast members, as necessary
- Write and distribute daily performance reports
- Assist with special performances including but not limited to 1 person shows and scripted dining experiences.
- Provide a friendly and welcoming presence for all guests and coworkers throughout the Museum
- Adhere to the policies of Plimoth Patuxet Museums as outlined in the Museum Employee manual and current job description
- Other duties as assigned

This outline description focuses on the primary duties of the position. It is not designed nor intended to include all duties and responsibilities inherent in satisfactory performance of the position. Management reserves the right to revise this job description from time to time as needed.

REQUIRED SKILLS:

- Demonstrates familiarity with the logistics of stage managing immersive, devised and/or outdoor theatre
- Familiar with the basic functions of technical elements including lighting, audio, and scenery
- Works well in a collaborative environment
- Able to run a smooth, organized rehearsal and production process
- Communicate clearly and effectively with many different groups of people
- Ability to multitask on an ongoing basis, juggling multiple priorities at once
- Problem solve during unexpected situations and employ the most effective and efficient solution
- Knowledge of proper production and safety procedures
- Able to work in an outdoor environment for an extended period of time
- Flexible, resilient and growth mindset
- An engaging personality; courteous; excellent interpersonal skills are a must.
- A can-do spirit and a sense of humor are helpful
- Reliability, dependability and punctuality
- Fluency in English, strong verbal skills, and ability to communicate clearly and engagingly with guests and colleagues.
- Ability to work independently, without direct supervision.
- Must be able to read and understand a variety of historical and educational sources.
EDUCATION and EXPERIENCE:
- Professional theatre and stage management experience required
- Bachelor’s degree in theatre or related field required
- Must be at ease working with people of all ages and backgrounds who visit the Museum and work or volunteer here.

PHYSICAL REQUIREMENTS:
Duties may include working sitting, standing, bent over or kneeling; may involve some lifting and moving of objects up to 25 lbs. Standing for extended periods; climbing stairs, ladders, companionways, and/or gangways.

WORK ENVIRONMENT:
The workplace is not climate controlled. This position requires indoor and outdoor work, sometimes in adverse climatic conditions such as heat and humidity, cold and rain. This position requires outdoor work in a variety of conditions. Work may be performed in dusty and smoky environments; in poorly lit areas; near open fires. The noise level in the workplace varies from quiet to loud.

ADDITIONAL REQUIREMENTS:
The Museum is open 7 days a week April through the end of November. You must be available to work Saturdays and Sundays and some holidays. Typical hours are 9:00am - 5:00pm, five days a week. Flexibility in work hours and days off is required. Depending on the season, this position may include working additional night/weekend hours or days as needed.