

Theater Stage Manager

Laura Greenfield

Professional summary

Experienced Theater Stage Manager with over 9 years of managing productions for regional theater companies. Skilled in coordinating actors, crew, and designers to ensure smooth performances. Adept at problem-solving in high-pressure environments and maintaining effective communication between all production departments.

Experience

Theater Stage Manager

January 2019 - Now

Chicago Repertory Theater / United States, IL

- Manage all aspects of stage operations, from rehearsals to live performances, ensuring adherence to schedules and safety protocols.
- Create and distribute daily schedules to cast and crew, ensuring everyone was informed and on time.
- Direct the technical rehearsals, managing lighting, sound, and set cues to perfection.
- Facilitate communication between directors, designers, and actors to ensure the artistic vision was executed onstage.
- Train and supervise assistant stage managers and production assistants.

Assistant Stage Manager

May 2016 - December 2018

Lincoln Center Theater / United States, Chicago, IL


- Assisted with managing stage operations, providing support during rehearsals and performances.
- Coordinated actor entrances and exits, ensuring smooth transitions during scenes.
- Maintained props and set pieces, ensuring everything was in place and ready for each performance.
- Kept a detailed log of every rehearsal and performance, noting any issues and solutions.


Key Project


August 2024 - August 2024

"A Midsummer Night's Dream" / Chicago Repertory Theater

- Oversaw all aspects of production for this outdoor, large-scale production in a non-traditional venue.
- Coordinated a cast of 25 actors, 10 crew members, and 5 designers to ensure the performance was executed flawlessly.
- Managed complex lighting and sound cues, handling live mic setups and transitioning between multiple scene changes in an open-air environment.

 (312) 555-1234

 laura.greenfield@gmail.com

 United States, Chicago, IL

Education

Bachelor of Fine Arts in Theater Production

2012 - 2016

University of Illinois at Chicago


United States


Stage Management Certification


National Stage Managers Association


Certified: January 2021


Skills


Scheduling and time management 


Excellent verbal and written communication 

Ability to remain calm under pressure 

Knowledge of lighting, sound, and set design 

Strong leadership and team management 

Problem-solving and conflict resolution 

Proficient with stage management software 

(QLab, Backstage, Microsoft Office)