

# THEATRE RÉSUMÉ – STAGE MANAGEMENT

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## **Production Résumé vs. Business Résumé**

As a theatre artist, you will have several résumés — a business résumé to list your long-term job and internship positions, and at least one production résumé to provide an overview of your relevant show credits. Your business résumé will follow the same format as the general CLS résumé, using bullet points to describe each experience. Your production résumés will each highlight one area of your theatre production work, and will use a list format with columns.

## **Purpose**

You will submit your stage management résumé whenever you apply to stage manage a show. You will also include it, along with a tailored version of your business résumé, when you apply for stage management-related internships, assistantships, fellowships, or graduate programs.

## **Length**

Your stage management résumé should be one page. When your experience goes beyond one page, select the most impressive, relevant, or recent information to keep. Do maintain a master résumé for yourself, however, that includes all your credits.

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## **Parts of a Stage Management Résumé**

### **Header**

Your name (in a larger typeface), email address, phone number, and professional website (if you have one that includes stage management as a primary focus). Make sure the email address is one that you check regularly and that your voicemail message sounds professional.

### **Stage Manager**

Your stage management credits go here. Ultimately, this will make up the bulk of your résumé; you can include other sections (suggested below) until you have enough to fill up one page. For each production, specify the name of the play, the director, and the name of the producing theatre company or educational institution. Keep the column size consistent, even if this means abbreviating a play title or company name. Prioritize the most impressive theatre companies and directors first, and then the most relevant productions after. For example, if you are applying to stage manage a musical, you will want to put the musicals on your résumé near the top. When you start out, it is okay to include academic productions. But as you build your credits, you will want to first remove high school, then college. Do not include any dates or years.

### **Other Stage Management Sections**

While you are building your stage management credits, you can flesh out your résumé by including other categories of experience approximating the format above. Some possibilities include Assistant Stage Manager, Production Assistant, Run Crew, Choreography, Fight Choreography, Directing, Dramaturgy, and Design. When determining what to list, always customize to the opportunity at hand. For example, if you are applying to stage manage a show with a great deal of stage combat, then fight choreography experience will be most relevant. If you are applying to stage manage a new play, then dramaturgy would be a better choice.

### **Affiliations**

If you are part of any theatre- or arts-related ensembles, include your title, the name of the group, and your involvement dates.

### **Education & Training**

List your Grinnell degree (including major(s) and concentration(s)), off-campus study if it included theatre, theatre-related workshops, and theatre-related internships.

### **Special Skills**

List (in categories) skills you have that could be useful within a stage management context. Examples of things to include: theatre technology, whether you can read sheet music, health care certifications, teaching experience, new play development, dialects, languages, International Phonetics Alphabet, musical instruments, dance, acrobatics, stage combat, types of physical theatre or devised performance methods, improvisation, other theatre abilities, and specialized areas of knowledge.

# YOUR NAME

1 yname@grinnell.edu • (888) 888-8888  
www.yourname.com 2

## STAGE MANAGER

Hamilton

4 \*Faye Burns!

Cinderella Remix (workshop) 5

Three Blind Mice

6 Spring Showcase

The Wolves

How to Catch Creation

Sweat

She Loves Me

Working

3 dir. Director Name

Director Name

Director Name

Director Name

Director Name

Director Name

Director Name

Director Name

Director Name

Director Name

Pittsburgh Civic Light Opera

Millbrook Playhouse

Millbrook Playhouse

Neverland Players

Neverland Players

Grinnell College

Grinnell College

Grinnell College

Mt. Lebanon High School

Mt. Lebanon High School

## ASSISTANT STAGE MANAGER

7 A Chorus Line

dir. Director Name

sm. Stage Manager Name

Pittsburgh Civic Light Opera

Sister Act

Director Name

Stage Manager Name

Pittsburgh Civic Light Opera

Guys and Dolls

Director Name

Stage Manager Name

Pittsburgh Civic Light Opera

Cabaret

Director Name

Stage Manager Name

Pittsburgh Civic Light Opera

Spamalot the Musical

Director Name

Stage Manager Name

Millbrook Playhouse

## 8 RUN CREW (highlights)

Funny Girl

Sound Board Operator

Millbrook Playhouse

Thoroughly Modern Millie

Light Board Operator

Millbrook Playhouse

Fiddler on the Roof

Properties Runner

Millbrook Playhouse

Hey, Lilith!

Spotlight Operator

Dance Ensemble/ACTivate

Red Velvet

Wardrobe Crew

Grinnell College

## AFFILIATIONS

Production Stage Manager, Grinnell College Department of Theatre + Dance August 2019 – Present

Member, Neverland Players

September 2018 – Present

## EDUCATION + TRAINING

Bachelor of Art in Theatre + Dance, Grinnell College

Expected May 2021

Stage Management Intern, Pittsburgh Civic Light Opera

May – August 2020

Stage Management Intern, Millbrook Playhouse

May – August 2019

## SPECIAL SKILLS

Movement: Dance (ballroom, tap) • Stage combat (hand-to-hand, rapier + dagger) 9

Music: Can read sheet music • Piano

Misc. Theatre: Qlab • Sound/light boards • Can hang + focus lights • Basic set construction

Other: First aid/CPR certified • House management • Teaching (K-8<sup>th</sup> grade)

\*world premiere

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1. Include your email address and phone number.
  2. Only include your website if it includes stage management as a primary focus.
  3. List the name of the show, the director, and the production company. On the first credit within a section, write "dir." next to the director's name; it is not necessary on subsequent lines.
  4. If you participated in the first full production of a show, then you can mark it as a world premiere.
  5. If you worked on a reading or workshop, specify that in parentheses after the show name. If the show was part of a festival, then include the festival name in parentheses after the company name.
  6. If you stage managed more than one piece within a festival or showcase, then use the showcase name; otherwise, use the individual piece's name. If you stage managed work with more than two directors, then write "Multiple."
  7. For sections in which you mention both the director and the stage manager, you will want to write "dir." next to the director's name and "sm" next to the stage manager's name on the first line. It is not necessary to include these on the lines that follow.
  8. If you have more credits within a particular section, then you can indicate this with "highlights" in the section title.
  9. If you have stage combat on your résumé, mention the type.