

**Job Title:** Community Stage Manager – Marin County Fair

**Location:** Marin County Fairgrounds, San Rafael, CA

**Position Type:** Seasonal / Contract

**Schedule:** July 2 – July 6, 10 am – 8 pm; Additional orientation trainings and meetings as required

**Reports to:** Tracy Bays-Boothe

### **Position Summary**

The Marin County Fair is seeking an organized, energetic, and detail-oriented Stage Manager to oversee the daily operations of the Community Stage during the 2025 Fair season. This individual will ensure that performances run smoothly, schedules are followed, and all performers and production staff are coordinated effectively. The Stage Manager will be the main point of contact for performers and technical crews, and will maintain a positive, welcoming atmosphere throughout the Fair.

### **Key Responsibilities**

- Oversee all aspects of the Community Stage before, during, and after scheduled performances
- Manage stage schedules, ensuring acts start and end on time
- Coordinate with performers and other Marin County Fair staff
- Ensure that the stage area is clean, safe, and performance-ready
- Assist with loading in and load out of artist equipment, including props, scenery, tables, chairs, and music stands.
- Resolve scheduling issues quickly and professionally
- Work closely with the sound engineer to resolve technical and artist needs.
- Maintain communication with Fair organizers and provide daily updates
- Ensure prompt payment of performers after each performance
- Uphold safety and emergency protocols for performers and audience members

### **Qualifications**

- Prior experience in stage management, theater production, live events, or similar role
- Excellent organizational and multitasking abilities
- Strong communication and interpersonal skills
- Ability to stay calm and professional under pressure
- Willingness to work irregular hours, including evenings and weekends.
- Basic knowledge of sound and lighting equipment is a plus
- Must be 18+ and able to lift up to 30 pounds

**Compensation**

Flat rate of \$2500 for the duration of the fair.

Includes any perks: 2 free fair admissions for family and friends.

**To Apply**

Submit an online Application and resume