

Stage Manager / Show Caller — The Singing Christmas Tree

Carolina Voices | Charlotte, NC

Location: Halton Theater, CPCC's Central Campus

Show Dates: December 7–13, 2026

Compensation: based on experience and agreed-upon rehearsal scope

Position Type: Paid Seasonal Contract

About Carolina Voices

For more than 70 years, Carolina Voices has united the Charlotte community through song. The Singing Christmas Tree is our signature holiday production and a beloved Charlotte tradition featuring a towering tree-shaped choir, live musicians, dancers, featured performers, theatrical lighting, audio, and projections.

Position Summary

Carolina Voices is seeking an experienced **Stage Manager / Show Caller** for The Singing Christmas Tree.

This is a large-scale, multidisciplinary holiday production involving an adult choir, featured vocalists, dancers, musicians, volunteers, and a professional technical team. The Stage Manager / Show Caller will serve as the primary backstage and show-running coordinator during technical rehearsals, dress rehearsals, and performances.

The ideal candidate is highly organized, calm under pressure, an excellent communicator, and confident calling a cue-heavy live production.

This is a seasonal position. The Stage Manager will not be required to attend every routine Carolina Voices rehearsal. Involvement will increase as the production approaches technical rehearsals and performances.

Key Responsibilities

Pre-Production & Rehearsal

- Work with the SCT Director and production team to develop and maintain the production run sheet/calling script.
- Attend production meetings and selected rehearsals as needed to become familiar with staging, transitions, entrances, exits, and technical requirements.
- Track production notes, staging changes, transitions, entrances/exits, and technical cues.
- Develop and maintain an accurate prompt/calling book.

- Establish clear backstage communication procedures and show-running protocols.
- Coordinate communication among artistic staff, technical departments, performers, and backstage personnel.

Technical & Performance

- Participate in cue-to-cue, technical rehearsals, and dress rehearsals.
- Call lighting, audio, projection, deck, special-effect, performer, and other show cues during technical rehearsals and performances.
- Serve as the primary point of contact backstage during performances.
- Coordinate performer entrances, exits, backstage movement, and transitions.
- Maintain communication with the technical team and artistic staff throughout the show.
- Monitor show timing and communicate any necessary adjustments.
- Troubleshoot problems in real time and make appropriate decisions to keep rehearsals and performances safe and moving smoothly.
- Maintain consistency of the production from performance to performance.

Backstage & Performer Coordination

- Coordinate backstage volunteers, dressers, youth chaperones, and other support personnel as appropriate.
- Help ensure performers are in the appropriate locations and accounted for during rehearsals and performances.
- Provide clear, calm direction to performers and backstage personnel, including both adults and youth.
- Work with the production team to ensure safe movement on and off the Singing Christmas Tree structure and stage.

Post-Production

- Participate in load-out/strike following the final performance as assigned.
- Provide a brief post-production report or debrief identifying issues, successes, and recommendations for future seasons.

Qualifications

- Previous stage-management or show-calling experience required.
- Experience with theatre, musical theatre, opera, dance, concerts, choral productions, or large live events preferred.
- Strong cue-management and organizational skills.
- Excellent written and verbal communication skills.
- Comfortable coordinating performers, volunteers, artistic personnel, and technical staff.
- Ability to remain calm, organized, and decisive during live performance.
- Experience with large-scale or multidisciplinary productions strongly preferred.
- Experience working with youth performers is a plus.
- Ability to stand and move for extended periods during rehearsals and performances.
- Background check required due to interaction with youth performers.

Professional stage managers, freelance theatre professionals, early-career stage managers with strong production experience, and advanced stage-management students/alumni are encouraged to apply.

Time Commitment

Regular Carolina Voices rehearsals are held Tuesday evenings in Charlotte. **The Stage Manager will not be required to attend every routine music rehearsal.**

The position will require:

- Pre-season planning and production meetings as needed.
- Selected rehearsals during the production period.
- Cue-to-cue, technical, and dress rehearsals.
- Full availability for designated performance dates, December 7–13, 2026.
- Appropriate call time prior to performances.
- Load-in and/or strike responsibilities as agreed upon in advance.

The exact rehearsal commitment will be determined based on the candidate's experience and the production's needs.

How to Apply

Please send a resume and brief introduction outlining relevant stage-management and/or show-calling experience to **Tammy Harris, Executive Director**, at tharris@carolinavoices.org.

Please include **"Singing Christmas Tree Stage Manager"** in the subject line.