

## **GayDays® Stage Manager**

**Department:** Event Production / Entertainment

**Reports To:** GayDays® Executive Producer and GayDays® Owners

**Works Closely With:** VIP Events Producer, Entertainment Creative Director, Ambassador Lead, Event Producers, Hosts, Talent & Technical Teams

**Event:** GayDays® Orlando

### **Position Overview**

The **GayDays® Stage Manager** is responsible for the organization, coordination, and execution of GayDays® stage shows, entertainment events, rehearsals, and related production activities.

The Stage Manager serves as a central point of communication between talent, hosts, producers, the VIP Events Producer, Entertainment Creative Director, technical staff, Ambassadors, and other members of the production team. The Stage Manager's responsibility is to make sure everyone knows **where they need to be, when they need to be there, and what happens next.**

This is a hands-on position. In addition to traditional stage-management responsibilities, the Stage Manager may perform technical duties including music playback and basic audio-board operation when necessary.

### **Production Schedule Management**

The Stage Manager is responsible for maintaining and updating the **GayDays® Production Schedule** as it relates to entertainment and production activities.

Responsibilities include:

- Update the production schedule with all confirmed entertainment events.
- Maintain accurate event **times, locations, rehearsal times, call times, and production information.**
- Add or update entertainment details as they are confirmed.
- Ensure schedule changes are accurately reflected in the production schedule.
- Communicate significant entertainment schedule changes to the Executive Producer, Entertainment Creative Director, VIP Events Producer, Ambassador Lead, and other affected team members.

- Identify scheduling conflicts and work with the appropriate production leadership to resolve them.
- Ensure the production schedule remains an accurate working reference for the GayDays® production team.

### **Pre-Event Planning**

The Stage Manager will work with GayDays® leadership, the Entertainment Creative Director, VIP Events Producer, and event producers in the months and weeks leading up to the event.

Responsibilities include:

- Participate in entertainment and production planning meetings.
- Conduct entertainment meetings as needed, which may be held **virtually or in person**.
- Maintain communication with talent, hosts, producers, and other entertainment personnel.
- Coordinate rehearsal schedules and communicate rehearsal times and locations.
- Collect music, videos, graphics, presentations, and other digital media from talent **prior to the event**.
- Review submitted media to ensure necessary files have been received and are ready for production.
- Organize digital media by event and performer so files can be quickly located during rehearsals and performances.
- Follow up with performers who have not submitted required music or media by established deadlines.
- Identify potential production or scheduling conflicts and communicate them to the Executive Producer and Entertainment Creative Director.

### **Run of Show**

The Stage Manager is responsible for creating and maintaining a **Run of Show for each applicable GayDays® entertainment event before the event begins**.

The Run of Show should include, when applicable:

- Event start and expected ending time

- House opening time
- VIP and general seating times
- Host entrances and announcements
- Performer order
- Music and video cues
- Introductions
- Award presentations
- Contestant appearances
- Special announcements
- Meet-and-greet or VIP components
- Technical cues
- Planned breaks or transitions
- Event closing
- Other important production notes

The Stage Manager will distribute or communicate the Run of Show to appropriate production personnel and make reasonable adjustments when live-event circumstances require changes.

### **Music & Digital Media**

The Stage Manager is responsible for coordinating entertainment media used during GayDays® events.

Duties include:

- Receive music and digital media from talent prior to scheduled events.
- Organize music in the correct performance order.
- Create event playlists when necessary.
- Confirm music, video, graphics, and other media are available before rehearsals and performances.
- Maintain backup copies of critical show media whenever reasonably possible.

- Organize files in a consistent format so show media can be quickly located.
- Coordinate video, presentation, or other digital-media playback with appropriate technical personnel.

## **Hosts & Scripts**

The Stage Manager will work directly with GayDays® hosts to make sure they have the information necessary to properly conduct each event.

Responsibilities include:

- Provide hosts with **cue cards, information cards, scripts, contestant information, sponsor mentions, announcements, and other necessary show information**.
- Review the Run of Show with hosts prior to the event.
- Make sure hosts understand names, introductions, event rules, transitions, and required announcements.
- Communicate changes to hosts as quickly as possible.
- Cue hosts and performers during the event when necessary.

## **Rehearsals**

The Stage Manager is responsible for coordinating and attending required rehearsals.

Responsibilities include:

- Schedule rehearsals in cooperation with producers and talent.
- Attend required rehearsals and production meetings.
- Conduct or assist with rehearsals.
- Confirm entrances, exits, microphones, music, staging, and performance order.
- Ensure talent understands where to report and when they are expected to be ready.
- Identify technical or production concerns during rehearsal and work with the appropriate team members to resolve them before the performance.

## **Talent Management & Backstage Operations**

During an event, the Stage Manager is responsible for maintaining organization backstage and ensuring talent is prepared.

This includes:

- Make sure performers and contestants know their call times.
- Confirm talent is present prior to their scheduled appearance.
- Make sure performers know where they should wait or prepare.
- Keep talent informed of delays or changes.
- Cue performers when it is time to enter the stage or performance area.
- Help keep backstage areas organized and free of unnecessary traffic.
- Coordinate with producers when a performer is late, missing, or otherwise unable to perform as scheduled.

### **House Opening & Guest Seating**

The Stage Manager will coordinate with the **GayDays® Ambassador Lead** regarding house opening and seating.

Responsibilities include:

- Establish the appropriate house opening time.
- Confirm the performance space is ready before allowing guests to enter.
- Communicate with the Ambassador Lead regarding seating procedures and capacity.
- Coordinate when doors should open, temporarily hold, or close.
- Communicate anticipated delays to the Ambassador Lead.
- Make sure guest seating does not interfere with rehearsals, sound checks, or final production preparations.

### **VIP Events Producer Coordination**

The Stage Manager will work closely with the **VIP Events Producer** whenever VIP benefits or activities interact with entertainment programming.

This may include:

- VIP seating and reserved sections
- Priority entry
- VIP meet-and-greets

- Talent appearances
- VIP receptions
- Photo opportunities
- Special VIP announcements or presentations

The Stage Manager and VIP Events Producer will coordinate timing and logistics so VIP activities are properly incorporated into the Run of Show and overall production schedule.

### **Entertainment Creative Director Coordination**

The Stage Manager will work closely with the **Entertainment Creative Director** to translate the creative vision for GayDays® entertainment into an organized and executable production plan.

Responsibilities include:

- Review entertainment concepts and programming with the Entertainment Creative Director.
- Coordinate show flow, talent order, transitions, and production requirements.
- Incorporate approved creative elements into Runs of Show.
- Communicate technical or logistical concerns that could affect the creative plan.
- Help determine rehearsal needs based on entertainment programming.
- Ensure approved entertainment changes are reflected in the production schedule.
- Maintain communication between the creative and operational sides of GayDays® entertainment production.

### **Technical Responsibilities**

The GayDays® Stage Manager is a **hands-on production position** and may be required to perform basic technical duties.

These duties may include:

- Playing music and audio tracks
- Operating an audio mixer/board
- Starting and stopping show music
- Cueing microphones

- Coordinating audio levels
- Playing videos or other digital media
- Troubleshooting basic technical issues
- Communicating technical needs to GayDays® leadership or venue personnel

The Stage Manager is expected to understand the basic technical requirements of each event even when another technician is assigned to operate equipment.

### **Mr. & Miss GayDays® Responsibilities**

The Stage Manager will assist with the production and crowning of **Mr. GayDays® Leather and Miss GayDays®**.

Following the crowning of each winner, the Stage Manager is responsible for ensuring that the newly crowned Mr. GayDays® Leather and Miss GayDays® complete and sign all required winner agreements, contracts, acknowledgments, or other required GayDays® documentation.

Completed documents should be promptly returned to the appropriate GayDays® Executive Producer or Owner.

### **Theatre, Stage & Workspace Standards**

The Stage Manager is responsible for helping maintain a professional, safe, clean, and organized entertainment environment.

This includes:

- Keep the theatre, stage, backstage areas, production tables, and assigned workspaces clean and organized.
- Keep cables, equipment, paperwork, and production materials organized.
- Remove unnecessary items from performance and backstage areas.
- Maintain organized music, media, scripts, cue cards, and show documents.
- At the conclusion of an event, ensure the performance and production areas are returned to an orderly condition.

### **Meetings & Communication**

The Stage Manager will conduct entertainment and production meetings when necessary.

Meetings may be held **virtually before GayDays® or in person during event week**.

The Stage Manager should communicate upcoming deadlines, rehearsal schedules, media-submission requirements, call times, production changes, and other important information to the appropriate team members.

Significant production issues should be communicated to the GayDays® Executive Producer as soon as reasonably possible.

### **Professional & Brand Expectations**

As a member of the GayDays® production leadership team, the Stage Manager represents the organization when interacting with talent, contestants, guests, venue personnel, vendors, and other members of the community.

The Stage Manager is expected to:

- Promote GayDays® in a **positive and professional manner**.
- Treat talent, contestants, staff, volunteers, and guests respectfully.
- Help create an inclusive and welcoming environment.
- Maintain appropriate confidentiality regarding internal production matters.
- Avoid publicly criticizing GayDays®, its talent, contestants, staff, leadership, sponsors, or venue partners while serving in an official GayDays® capacity.
- Bring concerns or production problems directly to the Executive Producer or Owners so they can be appropriately addressed.

### **Qualifications & Expectations**

The ideal Stage Manager should possess:

- Strong live-event or theatrical production experience.
- Excellent organizational and time-management skills.
- Ability to create and maintain detailed production schedules and Runs of Show.
- Strong communication and leadership skills.
- Working knowledge of audio equipment and music playback.
- Comfort working with digital audio, video, and presentation files.
- Ability to communicate effectively with performers and personalities.
- Ability to remain calm and make decisions during live events.

- Ability to manage several priorities simultaneously.
- Strong attention to detail.
- Willingness to work extended and irregular hours during GayDays® event week.
- Ability to attend required rehearsals, meetings, performances, and production calls.

### **Standard of Success**

A successful GayDays® Stage Manager creates an environment where the audience sees a fun, exciting, and polished show—even when significant coordination is happening behind the scenes.

Talent should know **where to be and when to be there**. Hosts should know what to say. Music and media should be ready. The production schedule should be accurate. Ambassadors should know when to open the house. VIP seating and activities should be coordinated. Rehearsals should happen on schedule. Technical cues should be prepared, and every event should have a clear Run of Show.

The Stage Manager's goal is simple: **every GayDays® entertainment event should be organized before the doors open, professionally managed while the audience is present, and properly wrapped up when the show ends.**