

Stage Manager Job Duties

Preproduction:

The Stage Manager is expected to attend all auditions/ production meetings and rehearsals unless previously arranged with the director.

Work with Producer & audition staff; preparing door signs, arranging for sign-in tables, headshots, audition forms, pencils etc. to facilitate an efficient audition process. Work closely with the director & arrange for the smooth movement of people through the auditions, assist with phone calls, call backs and casting as needed. Attend all production staff meetings, acting as a note taker and help to facilitate the meeting. Make sure that all staff members are aware of any decisions made during the production meetings and field any questions.

Rehearsals/Performances:

The SM should arrive at all rehearsals before the scheduled start time and remain until the end of the evening. They should also be at all performances, arriving at the theater at least 1 hour prior to performance and should remain in the theater until the last company member has left. Any absences by the SM should be pre-arranged with the director and if at all possible, a replacement found.

The SM must work closely with the school staff and make sure that the cast behaves in a respectful way and does not damage or abuse any school property during any rehearsals or performances. Any issues or concerns should be reported to the director and producer immediately.

- ◆ Arrange for script/ score assignment to all cast and crew members. The SM is responsible to assure that all rental scripts/scores are accounted for during the entire run and that all are returned to the rental company in time to avoid any late rental fees.
- ◆ Collect all bios and other signed materials from the cast/crew by the 2nd week of rehearsal. Make sure these materials are turned over to the appropriate staff for program design, etc.
- ◆ Compile a contact sheet of all cast/crew and have it distributed to the cast/crew by the 2nd week of rehearsal.
- ◆ Working with the director, choreographer, and music director; organize and maintain the rehearsal schedule for distribution to the cast. Make sure that all cast/crew members are aware of any schedule changes as they are made. Maintain a list of all rehearsal conflicts. The SM is responsible for calling all cast or crew members who are not at their scheduled rehearsals when needed.
- ◆ Create and maintain a prompt book, listing all blocking notes, props needed, sound cues, and set changes for each scene.
- ◆ Create a prop list and note who uses each; working with the director, cast and Prop master collect needed props and furniture according to the dates set by the director. (Duty can be also shared with the backstage staff and Prop master.)
- ◆ Make sure that all the technical areas of the show are aware of the rehearsal schedule and that they are on schedule with their individual areas of responsibility. Make sure that all production teams are aware of any changes to schedule or production needs.
- ◆ Assist with any publicity photos or interviews scheduled during rehearsals. Inform all parties, including all cast and crew as publicity is scheduled. Make sure the costumer is aware of all costume requirements related to photo shoots.
- ◆ Organize the scene changes; assigning all scene change movements to the cast and crew. Prepare scene change breakdown and have posted backstage prior to tech. week and update as needed.
- ◆ Coordinate any backstage crews that will be needed during the run of the show.

- ◆ Closely monitor times cast/crew are in schools, ensuring everyone is out before contracted times to reduce School OT.

Technical rehearsals:

During the technical rehearsals, the SM is responsible for learning all the technical aspects of the show in order to call the show during the run. If needed for a specific show the Producer and Artistic Director can designate the position of Light/Sound supervisor for the purpose of calling the light and sound cues during the production. If this position is staffed, the Light/Sound supervisor will work in conjunction with the Stage Manager and will report to the Stage manager during the running of the productions. **If a Light/Sound supervisor is hired, the Stage Manager will work backstage and supervise the back stage crew as well as the cast.*

- ◆ Create a sign-in sheet for all cast and crew and telephone anyone who is not accounted for in the theater by their call.
- ◆ Work with the director, music director, sound and light designers, costumer and backstage crews to ensure the technical needs of the show are communicated to the cast and crews. Make sure the directors' notes for each department are given to the tech. areas after each rehearsal.

Performances:

- ◆ Make sure that the stage is pre-set for the opening of the show; all props in their correct place for curtain and that all set pieces are ready for the show to open.
- ◆ Make sure that the cast, sound, light and backstage crews are in place and ready 1 hour before curtain.
- ◆ All sound and light checks should be completed 30 minutes before curtain. Call places at 30, 15, 10, 5 and 2 minutes before opening to all cast and crew.
- ◆ Communicate with the house manager when the house is ready to be opened.
- ◆ **Curtain does not rise until the SM gives the OK!!!!**
- ◆ During each show, communicate with the booth, musicians, backstage crew and cast to ensure the smooth performance. If there are any issues or concerns, the stage manager makes the final decision.
- ◆ After each performance, make sure that the cast/crew has taken all personal belongings, that all children have rides home and that the theater is secure before leaving.
- ◆ Arrange with the producer and director if a cast photo shoot is needed after performances begin. Communicate with all cast and crew the date and time of the photo calls and assist with the smooth flow of all photos.
- ◆ After each week's final performance, ensure that all props/costumes and furniture secured to allow for any activities to take place in the theater during the week etc.
- ◆ Once performances have started, begin collecting any outstanding scripts that can be turned in and return script deposits to the cast. Be sure to account for each script by final performance. (The music director is responsible for collecting all orchestra scores. All should be turned over to the stage manager after the final performance for a final count and to prepare for shipment back to the rental house.)

Strike:

- ◆ Work with the technical areas of the crew to organize the strike. Make sure that all personal belonging are taken out of the school, that all theater property is accounted for and that arrangement are made to have them returned to storage.

Post-Production

- ◆ Ensure that all script and music rental materials are returned to the rental house no later than ten days after closing

performance or as specified in the rental agreement.

The Stage manager reports to: the Director and the Producer.

10/23/10/jmr