STAGE MANAGER - JOB DESCRIPTION

Prerequisite Classroom Study:

- TH 166  Theory of Play Production
- TH 329  Directing I (Preferred)
- TH 360  Stage Management

Prerequisite Applied Experiences:

- Served as an assistant stage manager on a CWU production
- Obtain permission from the Production Manager.

The SM must register for the appropriate Management Application. Stage managers may concurrently register for 1 credit of Theatre Lab, but this is not required.

As a student in a Management Application or Rehearsal and Performance class, the position is expected to attend and participate in all class meetings including:

- First class meeting and design presentations
- All scheduled workshops
- Crew run through
- All technical rehearsals and performances
- Strike
- Debriefing
- Weekly stage manager roundtable

Specific Job Duties:

Pre-Production Planning

- The Stage Manager must meet with the Director and Production Manager to go over the specific job description and expectations for the project.
- Read and be thoroughly familiar with the script. Complete an independent script analysis.
- Coordinate design conferences. Serve as a record-keeper for design conferences.
- Prepare a prompt book for the show. Create all paperwork associated with the performance to include:
  1. Contact sheets
  2. Scene charts
  3. Run sheets
  4. Blocking script
  5. Cueing script
  6. Create and maintain and on-line callboard. Post updates as necessary.
- Maintain emergency contact information. Ensure that accident reports are completed and turned in to the production manager within eight hours of any reportable incident.
- Meet with the director on a regular basis to discuss the director’s working vision for the production, and how the stage management team can help achieve that vision.
- Working with the Production Manager, distribute scripts and scores for the production. Ensure rental materials are numbered and checked out.
- Coordinate with Department Chair and Theatre Department Technical Director for keys.
- Be familiar with all designs. Maintain reference copies of designs in rehearsal.
- Prepare the rehearsal studio. Tape out the set and help gather rehearsal furniture, props and costumes.
- Become thoroughly familiar with the theatre and rehearsal spaces, both practically and technically. (Know the location of light switches, electrical outlets, fire extinguishers, emergency rally point, etc.)
- Regularly inspect the theatre space, the work areas, and the commons areas for potential safety hazards. Working with the TD and Production Manager, the SM should see that all problems are corrected.
- Be familiar with University and department emergency guidelines.

Audition Period:

- Assist with auditions and callbacks. The SM is responsible for working out a smooth and efficient audition and callback process with the Director and Production Manager.
• If more than one show is auditioning, meet with the Production Manager and other directors and Stage Managers to coordinate how casting and posting of casting will occur. The Production Manager will arbitrate conflicts resulting from several directors wanting the same actor.
• Inspect first aid kits and stage manager kits prior to the first rehearsal. Coordinate with the production manager to restock kits.

Rehearsal Period:
• Chair weekly production meetings. Distribute meeting agendas, send out meeting reminders, take meeting notes, and post/distribute meeting notes to the production team.
• Working with the director, call all rehearsals for the show.
• Coordinate with the Director as to how to start and stop rehearsals, make announcements and control the rehearsal environment (within reason). Always show respect for the Director in public settings and settle any problems privately.
• Always approach a rehearsal with safety first in mind. Walk the stage area prior to each rehearsal to make sure it is safe for all members of the production team. Give actors enough time to work out business involving props or set pieces. Always stop rehearsals when safety issues are voiced and address the concerns carefully. Report any problems to the Production Manager and Technical Director.
• Always approach a rehearsal with safety first in mind. Walk the stage area prior to each rehearsal to make sure it is safe for all members of the production team. Give actors enough time to work out business involving props or set pieces. Always stop rehearsals when safety issues are voiced and address the concerns carefully. Report any problems to the Production Manager and Technical Director.
• Work with the director to develop a plan for how to use rehearsal time most effectively and efficiently. Make sure the team is aware of your plan as early as possible.
• Start and stop rehearsals on time as well as call for breaks as needed. Once the actors are off book, give line notes after the director’s notes have been given. Always make the best use of time and respect the time of others.
• Maintain close communication with the shops. Check in with the shop heads on a regular and agreed upon basis. This may vary between shops. Discuss the protocol for shop visitations with each shop head. Facilitate Director visits to the various shops as needed.
• If possible, allow the director to view rehearsal notes before distribution to make certain that the notes accurately reflect what was decided or discussed.
• When giving notes to the cast be sensitive to when a note should be given privately and when publicly. Always look to distribute the “positive comment”. Remember, you’ll be more effective if you can phrase things in a polite and professional tone.
• With the Production Manager, coordinate and run paper techs and technical rehearsals. If the rehearsal appears to be moving exceedingly slow, seek assistance from the Production Manager to find ways to address the problem.
• After Production Manager has scheduled a publicity photo shoot, ensure that all needed actors and production-related items (Costumes, props, SM kit, scenic pieces, puppets, etc…) arrive and are in place prior to the call. It is your responsibility to oversee the correct and safe usage of all production-related items before, during, and after the shoot. These items must be returned to their proper locations, and in the same condition, directly after the shoot.

Performance Run:
• Once the show is open, the Stage Manager is the primary communicator with all members of the production team. Depending on the individual director, director notes may be given following each performance. This should only be done when the Stage Manager is present to assure good communication for all involved.
• After opening, maintain the artistic intentions of the director, but allow for some small growth in the show and be open to slight developments. Report any significant developments to the director to make sure these growth spurts are within their vision.
• If casting replacements are done during the run of the show, coordinate with the director and ASMs to help the new actors learn their parts and the blocking. Call all rehearsals, as necessary.
• Coordinate and run photo call. Assist the production manager in compiling the photo call list. Post this list before the cast and crew is called.

Post Production:
• At strike take responsible for cleaning the booth.
• Complete a self-assessment and turn it in to the production manager.
• Working with the Production Manager, ensure rental materials are collected and returned.
• Inventory the stage manager’s kit and first aid kit. Coordinate with the production manager to restock.
STAGE MANAGER, ASSISTANT STAGE MANAGER - JOB DESCRIPTION

Prerequisite Classroom Study:  
TH 166  Theory of Play Production  
TH 329  Directing I (Preferred)  
TH 360  Stage Management

Prerequisite Applied Experiences:  Served on at least one backstage crew under (preferred)  
Obtain permission from the Production Manager.

The ASM must register for the appropriate Management Application. Stage managers may concurrently register for 1 credit of Theatre Lab, but this is not required.

As a student in a Management Application or Rehearsal and Performance class, the position is expected to attend and participate in all class meetings including:

- First class meeting and design presentations
- All scheduled workshops
- Crew run through
- All technical rehearsals and performances
- Strike
- Debriefing
- Weekly stage manager roundtable

Specific Job Duties:

- Assistant Stage Managers will assist the Stage Manager and aid in the rehearsal and run of the production.
- Perform the jobs assigned to them by the Stage Manager from the list of Stage Manager's duties.
- Be prepared to fulfill the duties of the stage manager when necessary.

Pre-Production
- Read and be thoroughly familiar with the script. Complete an independent script analysis.
- Generate props and costume lists.
- Be familiar with all designs. Maintain reference copies of designs in rehearsal.
- Prepare the rehearsal studio. Tape out the set and help gather rehearsal furniture, props and costumes.
- Become thoroughly familiar with the theatre and rehearsal spaces, both practically and technically. (Know the location of light switches, electrical outlets, fire extinguishers, emergency rally point, etc.)
- Be familiar with University and department emergency guidelines.
- Help prepare the rehearsal studio. Tape out the set and help gather rehearsal furniture, props and costumes.
- Set up paper callboard in the rehearsal studio for sign in and daily notes.

Audition Period:
- Assist the Stage Manager with running auditions.

Rehearsal
- Take responsibility for rehearsal props and costumes. Set up the rehearsal studio.
- Assist the stage manager prepare run sheets.
- Keep track of scenic and furniture spikes
- Make sure the actors know what rehearsal props and costumes are ready for use and how to use them.
- Regularly inspect the theatre space, the work areas, and the commons areas for potential safety hazards. Working with the TD and Production Manager, the SM should see that all problems are corrected.

Performance Run:
- Ensure the supply of expendable and perishable props are adequately stocked. Communicate shortfalls with the props master.

Post Production:
- At strike take responsible for cleaning the booth.
- Complete a self-assessment and turn it in to the production manager.
- Working with the Production Manager, ensure rental materials are collected and returned.
- Inventory the stage manager’s kit and first aid kit. Coordinate with the production manager to restock.