

Stage Manager

- The Stage Manager handles all production needs and is responsible for the safe supervision of cast and crew members.

Assistant Stage Manager

- The Assistant Stage Manager facilitates the work of the Stage Manager.

Responsibilities

- Post audition and casting notices
- Assist in auditions as requested
- Develop and distribute contact lists for cast, crew and artistic staff
- Confirm the scheduling of all meetings; distribute meeting reminders
- Record and distribute all meeting notes
- Distribute rehearsal and technical rehearsal schedules
- Generate and distribute rehearsal reports
- Create a prompt book of all audition notices, casting, blocking notation, contact lists, actor and crew calls, schedules, management expenditures and transactions, production/crew/facility problems, and process notes
- Maintain a Stage Manager's Kit
- Tape out the groundplan(s) and set up rehearsal furniture
- Keep the rehearsal space clean and safe
- Neutralize and secure the rehearsal space after rehearsal; return it to its original state
- Secure rehearsal props and costumes after each rehearsal
- Coordinate rehearsal costumes with the Costume Shop Supervisor
- Coordinate fittings with the Costume Shop Supervisor
- Coordinate rehearsal props with the Props Master
- Coordinate rehearsal sound and lights with designers as necessary
- Record blocking and "ride book;" take line notes as requested
- Conduct rehearsals in the Director/Assistant Director's absence
- Schedule and conduct paper tech
- Oversee sound and light board operation during dress rehearsals and performances
- "Call" cues during rehearsals and performances
- Generate and distribute performance reports
- After each performance, secure costumes, props and theatre facility spaces
- Report all accidents to the Technical Director and Department Chairperson

Participation

- Initial Meeting with the Director
- Auditions
- All Design and Production Meetings
- All rehearsals including tech, dress, and brush-up rehearsals
- Paper Tech
- All performances
- "Brush-up" rehearsals as requested
- Strike