

NEW STAGE *Theatre*

STAGE MANAGER JOB DESCRIPTION & DUTIES

THE STAGE MANAGER'S ROLE

The Stage Manager (SM) is key to creating an efficient and positive a production. Your ability to successfully lead and work with the company will be of utmost importance. Your overall purpose is to work directly with the director, cast and production people to move a show from inception to closing. Aside from the obvious technical aspects of the positions, in many cases you will be involved in situations that call on human relations skills and diplomacy.

PREPARATION SEVERAL WEEKS BEFORE REHEARSALS:

- Get to know the building. A large part of your job description is the safety of the cast, the crew and the audience.
- Know location of fire extinguishers and how they operate.
- Know the location of all fuse boxes.
- Check that all first aid kits and replace any missing supplies. (Backstage, SM office, Main Office)
- Become familiar with the basic operation of theatre building and production systems.
- Check the SM desk for flashlights and batteries.

BEFORE REHEARSALS START:

- Run meetings and take notes during Pre-production and Production Meetings
- Get ground plan from the scenic designer and arrange a time to tape the rehearsal area floor to indicate the layout of the set
- Create Actor Packets for Cast
- Prepare Prompt Book

REHEARSALS:

- Encourage respect & set a good example for everyone by being supportive to all
- Prepare rehearsal area and ensure it is maintained
- Record blocking
- Arrange props
- Ensure breaks
- Communicate each day's rehearsals plan
- Prepare rehearsal report
- Follow up with all staff to ensure each day's rehearsal report has been communicated
- Close the building after rehearsal
- Help to secure running crew for the show's run
- Prepare line notes from rehearsals
- Maintain rehearsal blog – informing actors of calls for the next day's rehearsal

WHEN MOVING TO STAGE:

- Continue to build morale of cast and crew & help foster a good team spiri

- Prepared the rehearsal area
- Prepare auditorium for directing team
- Ensure safety of area in coordination with PM and TD
- Help to train running crew
- Communicate with the running crew their responsibilities

FOR TECH:

- During the technical rehearsals, all cues are numbered and recorded by the SM. The lighting and sound people may also record these numbers (lighting and sound cues are numbered separately).

BEFORE OPENING:

- Stay focused and supportive to the whole production team
- Make sure that the backstage area is tidy, swept and damp-mopped
- The stage must be swept and damp-mopped every night by you and or the crew
- Inform cast and crew where they are not allowed to go during the run - they should be limited to backstage and dressing rooms.

DURING THE RUN/AFTER THE RUN:

- Responsible for everything and everyone to be ready and to maintain the director's intentions
- Be there for the strike (dismantling of the set and return of reusable items as appropriate)

Additional Duties: (not show related)

- Assist Artistic Director with Auditions – both Open Call and Callbacks as needed
- Oversee Actor Database
- Take notes at Staff Meetings as needed
- Assist with putting archive photos online for Actors to purchase.
- Keep track of first aid kits and their needs

The SM may be asked to assist the Artistic Director or Production Manager in other capacities. There is an expectation that this salary staff position requires hours on the weekends and after 5:00 p.m.