

THE STAGE MANAGER

The Stage Manager is the person who is in complete charge of backstage, including the actors and the crews. He is at all times associated with the crews in the setting up of the production and in the running of a performance. He knows the entire production and possesses all layouts, plots and cue sheets. A good stage manager is one who anticipates the needs of the director and accomplishes them prior to the director calling upon those things.

DUTIES and RESPONSIBILITIES

PRIOR TO AUDITIONS

- Reads script
- Prepares prompt book
- Obtains floor plan of set layout
- Meet with the director and technical director to discuss your role in relation to them and the show

DURING AUDITIONS

- Assists in the process of sending auditioners in and out
- Keeps any records requested by the director
- Maintains organization for the director

DURING REHEARSALS

- Should be present at EVERY rehearsal
- Arranges props and rehearsal furniture prior to each rehearsal
- Spikes furniture / scenery
- Takes attendance and tracks down any person who is missing
- Secures valuable personal items
- Provides any necessary things for the actors: pencils, band aids, water, etc.
- Warms up actors vocally and physically; personally or delegates an actor to do so
- Records all activities on a REHEARSAL LOG
- Takes charge of a rehearsal if needed
- Records all blocking, entrances / exits by the actors in his prompt book
- Serves as the rehearsal prompter; prompts actors with line
- Take notes down for the director when needed
- Strike the props and furniture upon ending rehearsal
- Thanks the actors and director for their hard work

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- Posts any rehearsal calls, changes, or notices on the Call Board; remove outdated notices
- Is the liaison between the Director and the Tech Director concerning all technical needs
- Follow the instructions given by the director
- Calls cast member when necessary
- Attend any production team meeting and report on the status of your show
- Performs any other task necessary for the smooth running of rehearsal and the production as requested by the director
- Helps maintain a clean working environment

TECHNICAL REHEARSAL

- Records all light and sound cues in their prompt book
- Calls the light and sound cues for a cue-to-cue run with actors or without
- Makes any adjustments the director may ask

DRESS REHEARSALS

- Arrive 1/2 hour prior to call time
- Posts sign in sheets
- Secures valuable personal items
- Deals with any problems that occur before the director finds out... find creative solutions
- Sweeps stage
- Sets stage
- Runs a cue check
- Calls warning times for curtain: 15 min; 10 min; 5 min; places; curtain
- Begins show with the approval of the House Manager or Producer
- Calls the light and sound cues for the show
- Makes all final decisions as come up, during the run
- Thank and compliment the cast and any crew
- Strikes stage

PERFORMANCES

- Same as Dress Rehearsals as well as....
- Never leaves tech booth for any reason
- Wears dark colors
- Organizes a gift or kind gesture to the director on behalf of the cast and/or crew
- Returns all props / furniture items to the proper p