



## JOB RESPONSIBILITIES

### POSITION: **STAGE MANAGER**

The Stage Manager provides practical and organizational support to the director, actors, stage crew, and technicians throughout the production process. They are the director's representative during performances, making sure that every aspect of the production runs as the director intended.

#### Major Areas of Responsibility:

1. Attend sufficient rehearsals prior to tech week to thoroughly familiarize yourself with the show.
2. Attend all tech week rehearsals.
3. Prepare a prompt book to run technical rehearsals, calling cues, in turn, to determine how it needs to be timed to coordinate with onstage action.
4. Work out a smooth and efficient plan for the crew to follow during set changes.
5. Create furniture and prop plans to indicate where furniture and props are to be positioned on stage at the beginning of each scene.
6. Maintain a production book that contains all information necessary for the production including the company roster with names and phone numbers of cast and crew, production call times, costumes, and props list.
7. Comply with the following Cast Theatrical Company guidelines/procedures which are posted in Green Room:
  - Production Guidelines
  - Housekeeping Guidelines
  - Checklist for Closing a Production

#### Duties Prior to Curtain:

- Arrive prior to cast call to unlock doors and turn on lights.
- Check that the floor is clear and safe for action required.
- Check that the tech booth operator has all sound and lights operating.
- Check that all props are ready for use and in their proper place.
- Verify that all cast members have arrived.
- Coordinate with the front of the house to open house and begin performance.

#### Duties During Performance:

- Maintain quiet and order backstage.
- Call (or monitor) the show's cues for actors, lights, and sound.

#### Duties After Performance:

- Report to Director any issues with scenery, props, costumes, lighting, and sound.
- Ensure that all props have been returned to the proper location (onstage and offstage).
- Work with House Manager to leave the theater and green room clean and neat, all doors are locked, and lights are turned off.
- You or the House Manager (as mutually agreed) are to be the last to leave the building.