**Student Stage Manager/Assistant Stage Manager Application**

**Position Role and Responsibilities:**

The Stage Manager is chosen by the producer. In order to be a Stage Manager for a Main Stage production, you must have experience in Stage Managing or Assistant Stage Managing in at least one past performance (either in a Main Stage production or an Advanced Theatre Production). Assistant Stage Managers may be selected without prior experience based on an exemplary application. The Stage Manager’s duties include, but are not limited to:

-Taking attendance at all rehearsals (**which means being present at every rehearsal**)

-Attending rehearsals to take blocking notes, cues and scripts changes

-Call lines when actors go off book (a shared duty with the assistant directors)

-Makes sure actors are at rehearsal on time

-If asked by the director, sit in on auditions

-Sit in the perch during shows and call out cues to lights, sound, and actors

-Sets call times with the director and producer and runs warm ups

-Makes sure the show runs to the Director’s vision

-Organizes backstage for prop placement

-**Resets the stage after every performance**

Assistant Stage Manager(s)

The Assistant Stage Manager or Managers are chosen by the producer. Their duty is to serve at the discretion of the Stage Manager in handling any of the responsibilities listed under the Stage Manager. It is strongly recommended that every show have at least one Assistant Stage Manager.  **Initial here to acknowledge duties listed above:**

Initial Here

Basic Information

**Name:** First and Last **Phone No.: (XXX)XXX - XXXX) E-mail:** Click here to enter.

**Grade** (Check one**):  Junior Senior GPA: X.XX Parent’s E-mail:** Click here to enter.

**Which drama class are you currently in?** (Check one)**:** **Advanced Theatre**

**Performance & Production**

**Previous Experience (Please list the title of the production and your role):**

**Production Role**

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**Would you be willing to accept the position of assistant stage manager?** (Check one**):  Yes  No**

**Please answer the following questions:**

1. As a stage manager, you direct what happens backstage. How will you select which crew members will fulfill which duties?

Click or tap here to enter text.

1. As a stage manager, you are expected to write a promptbook and a set list. What will you need to know in order to accomplish this? How do you plan to accomplish this?

Click or tap here to enter text.

1. The stage manager is an important and prominent leader in any production. You will often run into difficulties and arguments amongst your peers. At the end of the day, you must find a way to take charge, garnering the respect and trust of your peers while remaining friends. How will you go about resolving problems backstage and build unity within your cast and crew?

Click or tap here to enter text.

1. What is your role during a typical rehearsal in the production process? How would you define your job responsibilities during a rehearsal?

Click or tap here to enter text.

1. How would you coordinate your process so everyone on your crew is on the same page?

Click or tap here to enter text.

1. How would you deal with unforeseen problems with actors and/or the production staff? How do you deal with stress?

Click or tap here to enter text.