

Stage Manager Job Description

Stage managers are responsible for ensuring theatrical performances run smoothly and to schedule. Stage managers provide organizational support to the director, actors, designers, stage crew and technicians throughout the production process. The stage manager works side by side with the directional team, recording decisions regarding blocking, general/line notes for actors, keeping track of logistical and scheduling details/conflicts all while communicating the directors' vision to the cast and crew which should allow the director and/or assistant director to focus wholly on directing.

Duties include:

- Creating a prompt book
- Create and set up rehearsal schedules.
- Manage furniture and props making sure all are available for the actors
- Arrange costume fittings.
- Liaise with all theatre functions and coordinate information.
- Coordinate the work of the stage crew
- Interacting with actors; helping to build morale
- Timing rehearsals
- May run rehearsal in absence of director

Skills needed:

- **Great Communication:** Ability to communicate professionally to departments, artists, technicians, and audiences.
- **Strong Organization:** Strong ability to handle multiple tasks and keep everything moving forward while adhering to deadlines.
- **Sharp Attention to detail:** Ability to ensure the finest details are covered to make the production successful.
- **Authentic Confidence:** Ability to interact and communicate with people at all levels and from various backgrounds
- **Problem-solving:** Ability to be proactive and show initiative when a problem arises by making sound recommendations that are feasible for the desired results.
- **Leadership:** Ability to communicate in a way that instills trust and respect from the various artistic personnel.
- **Management:** Ability to delegate appropriately and create a team that will help to make the show move forward successfully.

Education/Qualifications:

- Proficiency with computer skills and understanding of current technology
- Drama, theater, or performance arts studies and /or experience