

Evergreen Productions, Inc.

Job Description for STAGE MANAGER

Prior to Rehearsal Period Stage Manager will:

- Read script
- Attend all production meetings
- Meet with Director to identify needs and expectations for
 - a. Rehearsal period
 - b. Load-in
 - c. Technical rehearsals
 - d. Performances

Rehearsal period:

- With director, plan the schedule and running of rehearsals, be certain calendar is available at first rehearsal
- With director, decide who has the key to unlock doors for rehearsal
- Mark out dimensions of stage floor for rehearsal hall
- Attend rehearsals as agreed upon with director, record all blocking and note light, sound and set change cues in master (prompt book)
- Stage Manager is responsible to pass on needed information to marketing committee, cast, bios, program notes, acknowledgements for the program
- Stage Manager should notify chair heads or designers of change in schedule and of items added or deleted from agreed upon plots e.g.: new prop added to prop list
- Develop a checklist of items that need to be checked and/or monitored before each performance such as: scene change procedures, special prop, set pieces and any lighting or sound equipment used on or backstage during scene changes or on stage.
- Keep list of any thank you's and volunteers and provide to person doing the program by designated date in production calendar, usually 2 weeks prior to opening.

Load in and Technical week (Tech):

- Stage Manager introduces herself to the SNC student on call, verify how to reach throughout evening.
- Bring updated prompt/cue book to theatre, share with appropriate crews
- Work with light, sound and backstage crews to develop and perfect the run sheets needed for each position. The sheets should be complete enough for anyone familiar with the show to fill the run position.
- Prepare a sign in sheet for cast and crew members
- Call anyone not at rehearsal at call time

Performances:

- Stage Manager introduces herself to the SNC student on call, verify how to reach throughout evening.
- The Stage Manager calls cues during performances, from the booth
- Stage Manager calls time (in the Green Room) to keep cast/crew aware
 - a. Time should be called at the half-hour (includes house will open, check props on stage), 15 minutes, 5 minutes and places once it is verified that everyone is ready
 - b. Stage Manager coordinates house opening with House Manager, also return from intermission, cue to ring bell
 - c. If given duplicate tickets by House manager, save both sets of tickets, turn into the Evergreen President.
- Inform chairs of repair and replacement issues as they arise during the run
- Once the show is open, the director's work is essentially complete. The Director will give notes to the cast, however it is the Stage Managers job to make sure that every aspect of the production runs just as the director intended, time after time, until the production closes

Strike

- The Stage Manager has no specific duties at strike but is always welcome.

Attend Post-production meeting:

- Provide observations of what worked and what could be improved.