

## Stage Manager

- Checks with producer well before auditions to make sure scripts have been ordered
- Keeps names, phone numbers, time problems, etc, of all actors and crew.
- Be present for all rehearsals
- Attends to all the physical requirements of rehearsal - scripts, coffee, taping floor, pencils, rehearsal props and furniture, cleaning up.
- Be in contact with ASM's and Props regarding needs during show run
- Work with Director for all staging notes including blocking, scene diagrams, set changes lighting cues, etc.
- Make notes of all entrances and exits and props during rehearsals
- Work with props to ensure props are ready on time
- Makes sure rehearsal props are provided, and proper hand props are being acquired.
- Work with lighting designer during tech week for all lighting cues
- Work with sound designer during tech week for all sound cues
- Run show once rehearsals are complete
- Make suggestions to producer regarding other crew members (producer/board has final call)
- Discuss any problems or questions with producer
- If needed 2<sup>nd</sup> Vice Chair is your contact with the board if Producer is unavailable
- With the producer, calls production meetings as necessary.
- Deals with any personality problems, or any other actor problems.
- Sets, explains and enforces Company rules.
- Ensures comfort of cast and crew
- Ensures all aspects of production running smoothly.
- For tech week, adds lighting and sound cues to the book.
- In tech week, S.M. takes total control of the show, including starting times, preshow music, FOH, cast and all crew, even those acquired by the producer.
- You are responsible for the legal minors in your cast and crew.
- Arrives or has A.S.M. arrive before actors makeup call, supplies and makes coffee/tea and whatever else is needed, sweeps stage and wings, ensures sets and props are ready and cast/crews valuables are protected.
- S.M. "calls" the show
- Deals with any emergency in a CALM manner.
- Ensures sets and props are properly stored away after the performance.
- Oversees set changes, props placements, etc.
- Gives the actors any notes he/she, or the director, feels are needed.
- In a long running show, ensures the show stays as directed.