

# Stage Manager Role Description

67<sup>th</sup> Season | 2025-2026



## Overview

The Stage Manager is the organizational hub of a production, responsible for ensuring all elements run smoothly from auditions through to closing night. They coordinate with the Producer before auditions to confirm scripts are ready, maintain detailed records for cast and crew, and collaborate with the creative team to schedule and run auditions and create a rehearsal calendar that accommodates performer availability. They attend all rehearsals, prepare the space with necessary materials, and maintain detailed notes on blocking, cues, and staging.

During tech week and performances, the Stage Manager oversees all technical elements, works closely with crew and designers, calls each show, and operates the lighting board. They are responsible for the well-being of legal minors, mediating cast and crew issues, and ensuring safety and professionalism backstage. From managing props and set changes to calling cues and addressing emergencies calmly, the Stage Manager ensures the show runs efficiently and consistently through its entire run.

## Key Duties and Responsibilities

- Consult with the Producer well before auditions to ensure scripts have been ordered
- Create and maintain records for all cast and crew members, including names, contact information, and potential rehearsal-date conflicts
- Work with the Director, Musical Director, Producer, and Choreographer and to schedule audition times, run auditions, and cast roles
- Develop a rehearsal schedule with the Director, Musical Director, Choreographer, and Producer, taking into account performers' availability
- Work with the Producer and HTI Board of Directors to hire crew members
- Maintain responsibility for the legal minors in the cast and crew
- Attend all rehearsals and ensure all the physical requirements of rehearsal are met: scripts, coffee, taping the floor, pencils, rehearsal props and furniture, cleaning up, etc.
- Connect with ASMs and the props, scenic, and lighting departments regarding needs during show run

- Maintain detailed staging notes, including blocking, scene diagrams, set changes, lighting cues, entrances and exits, props etc.
- Call and participate in regular production meetings
- Work with the props department to acquire rehearsal props and to ensure final props are ready on time
- Work with the lighting designer and sound during tech week to determine and set all lighting and sound cues and add them to a master cue book
- Mediate and address cast and crew issues
- Ensure all aspects of production run smoothly.
- Maintain total control of the show from tech week until show close, including start times, preshow music, FOH, cast and all crew
- During performances, arrive before actors' call, sweep stage and wings, ensure sets and props are ready and cast/crews valuables are protected; if unable to arrive before actors' call, ensure appropriate substitute arrives and performs all pre-show duties
- Call each show and operate the lighting board during each show
- Address any emergencies in a CALM manner
- Ensures sets and props are properly stored away after each performance
- Assist with post-mortem duties, including tear down, material and rental returns, and other show-wrap tasks
- Other duties as necessary