

Theatre Midwest

Job Description, Duties

STAGE MANAGER - Fresh Produce Event

Fulfill all requirements outlined in the document: General Expectations for Project Leadership.

- Meet with the director, producer, and artistic director to establish specific expectations for the production process. Set up weekly meetings with the director during the course of the process.
- Schedule and run Production Meetings with the leadership team (Director, Producing Artistic Director, Associate Producer).
- Create and publish Production Meeting Reports for each production meeting noting new concerns for each of the production areas and clarifying old concerns.
- Serve as liaison between Director and remaining leadership team to coordinate scheduling of matters relating to access to spaces, condition of spaces, access to equipment, and as a conduit to facilitate scheduling and communication between all parties.
- Create a rehearsal schedule and contact sheet and distribute to actors/crew.
- Assist director in scheduling and running rehearsals (4-7 total, 2-3 hours each) (setting up the space, calling people who are late, starting/ending on time, including breaks at least 10 minutes out of every 90 minutes, etc.)
- Assist the Director in maintaining rehearsal decorum, by noting blocking and noting changes in blocking in the Prompt Script as they happen.
- Create and publish Rehearsal Reports for each rehearsal noting new concerns for each of the production areas and clarifying old concerns. These should be distributed to the leadership team by noon of the day following the rehearsal.
- Oversee or conduct all pre-rehearsal and pre-show checklists and verify that all cast and crew meet assigned call times before tech rehearsals and performances.
- Call each Technical Rehearsal and Performance.
- Call technical cues for the performance (again, this will be minimal - will probably consist of fading lights up and down, maybe house music as well)
- Create and publish Tech Rehearsal and Performance Reports for each rehearsal and performance noting any irregularities.

See below for more specific examples of duties.

PRE REHEARSAL DUTIES:

- Set up your prompt book
 - Obtain a copy of the script that you can Xerox in a workable format.
 - Mark the scene/act divisions with tabs or dividers
 - Divide the book into sections for the other information. The layout is a personal preference, but you should have the following:
 - Contact sheet
 - Audition forms
 - Rehearsal reports
 - Script
 - Blank paper

- Minutes from production meetings
 - Anything else that you find useful
- Develop (with the Producer, Director, other staff) a production calendar
 - Important dates that should appear on this calendar:
 - Audition dates
 - Rehearsal dates
 - Production meetings
 - Run schedule
- Run auditions and callbacks for the show.
 - Auditions
 - Reserve audition spaces
 - Communicate with Associate Producer about sending audition forms online
 - Arrive at audition site at least 30 minutes prior to audition time.
 - Set up space as instructed by Director, and be sure you have the following:
 - Audition forms (extra paper copies and computer)
 - Pencils
 - Cold readings
 - Audition sign up schedule – One copy for you and one copy for the director
 - Send actors into audition at the appropriate time
 - Callbacks (if necessary)
 - Set up space as director instructs
 - Have a list of callbacks and schedule.
 - Make sure you have scripts or scenes ready
- Set up a meeting with the Producing Artistic Director, Associate Producer, and Director.
 - Discuss division of duties:
 - Blocking – use a pencil for changes, and make sure you record all blocking
 - Taking line notes.
 - Prompting actors.
 - Timing scenes and acts as needed for the director.
 - Take out and put away equipment.
 - Call breaks and start times.
 - Calling actors who are late. Start calling 5 minutes before start time.
 - Filling out rehearsal reports.
 - Be flexible as duties may change depending on the show.
- Prepare the rehearsal space
 - Familiarize yourself with space and equipment.
 - Confirm with producers, building managers or pertinent personnel what key, opening, access, lock-up protocols are.

REHEARSAL DUTIES:

- First Rehearsal
 - Prepare and distribute a contact sheet.
 - The contact sheet should include the entire company.
 - Phone numbers and email addresses should all be included on the sheet.
- Ongoing Rehearsal Duties

- Arrive at the rehearsal space 15-30 minutes prior to the beginning of each rehearsal. Be sure it is clean and set up for the first scene. The space should be swept before each rehearsal.
- Take role as actors arrive. 5 minutes prior to go, if actors aren't present you should contact them immediately.
- Rehearsal report
 - Each night you should keep a rehearsal report documenting all activities at the rehearsal.
 - The rehearsal report should include any problems, additions, or changes for each area of the production that occurred at rehearsal.
 - Include any running time.
 - Note who was absent or late.
 - Distribute the report as an e-mail attachment to all production staff before noon the following day.
 - If problems arise within rehearsals, discuss the problem with the individual personally. If the problem continues, the SM should discuss appropriate action with the director. The SM should not, however, discuss the problem with any other company member.
 - After rehearsal, you are responsible for making sure that the space is clean, props and set pieces are put away, building lights are off, and doors are locked.
 - The stage manager should be the last person to leave the building.

TECH WEEK AND PRODUCTION:

- Preparation
 - Double check with Producer, or other pertinent person/s about running lights, headsets, tech tables, and other backstage needs.
 - Meet with director and designers for a paper tech. There will be minimal cues for Fresh Produce concert readings, but be sure to note and call/run opening/closing of doors, lights up/down, and any music cues before or after the performance.
 - Make up tech schedule, put all call, house open, warm up, and go times on the schedule.
 - Create and post a check-in sheet for all personnel. Explain its use and purposes to all parties. Confirm regularly that it is being used correctly and, most importantly, that people are present at their call times.
- Tech Rehearsals
 - Be sure call times and go times are followed as much as possible. Note, however, that there may be delays due to unforeseen directing or design difficulties.
 - Run tech rehearsals as close to show standards as possible, there will be a lot of starting and stopping at first. Make sure all parties, and especially actors, know what terms you are using for "Stop/Hold", "Standby/Wait", "Go", etc.
- Running the show
 - Tech crew call should be 90 minutes prior to curtain. Actors call should be around the same time, but this may vary depending on complexity of makeup, costumes, and warm up needs. Call times should be discussed with the director, pertinent designers, and others.
 - Prior to house opening you must make sure actors have checked their equipment, and light and sound levels have been set/checked. Use your checklist and walk the set to make sure all presets are up.
 - Inform the actors when house is open.

- Give company calls at regular intervals (e.g. 30 minutes, 15 minutes, etc.) before “places” five minutes to curtain.
- Be prepared to run the light and sound board, and to cue the house manager to open/close doors.
- Stay in contact with the house manager and be prepared to hold the go if necessary. Keep company members informed if a hold is necessary.
- If headsets are used, remain on them at all times during the show. Keep conversation over headset to a minimum.
- Prepare a performance report each night and distribute to the company.
- Make sure that the booth is clean before leaving each night.
- Unless otherwise established, the SM should be the last to leave the building, making sure lights are out, doors are closed and locked, etc.

This information is inspired and supported by the book [The Backstage Guide to Stage Management](#) by Thomas Kelly. It is worth its price on Amazon.