



POSITION DESCRIPTION: Stage Manager

HOURS: Estimated Minimum 100 hours/production

General Accountabilities

With the Director, the Stage Manager supports planning auditions and rehearsals, overseeing set, props, wardrobe, sound effects and lighting, and coordinating move-in and tear-down. The Stage Manager is in charge of the production performances from opening night to the final wrap up and move out. The Stage Manager is responsible for all back-stage activities; green room (make-up and costumes), tracking actors and cues from the control booth.

Specific Accountabilities

1. Production Meetings with the Producer, Director and team leads

- Take notes during production meetings
- Report on production progress against the schedule

2. Production Management

- Coordinate auditions with the director; arranging/set-up of a space, tracking the auditions (contact information, evaluation of audition performances)
- Create a stage management binder to record blocking notations, lighting, sound and technical cues, costume changes, cast and crew contact sheets, rehearsal schedules, props/costumes list.
- Ensure security of the building during auditions, rehearsals and performances.
- Ensure safety procedures are known and respected by the cast and crew during rehearsals and performances through to move-out.
- Maintain the Director's artistic integrity and vision during the run
- Keep the Director, cast and crew aware of progress against the schedule

3. Scheduling

- Maintain/distribute the rehearsal schedule
- Organize the move-in crew for stage and set construction
- Organize the Tech Rehearsal
- Organize the Dress Rehearsal

- Organize the stage and set tear down and move-out crew
- During the rehearsals, works with the Props Master to ensure needed props are available.
- During the production run, ensures needed props are available, and check the stage, set, furniture and props for hazards

4. Rehearsals

- Work with the Director to simulate the stage until move-in
- Record all blocking and other artistic notes, all design notes, including changes in props costume pieces or technical cues
- Notify all the Props and Costume Masters and the set builders of changes made as a result of rehearsals.
- During the Tech Rehearsals call all cues, oversee backstage activities

5. Production Run

- Ensure that the green room(s), set and backstage areas are ready for the next performance. From the “Pay What You Can” first performance to closing night, all actors and production personnel report to the Stage Manager
- During the production run, the Stage Manager is responsible for calling all light, sound and technical cues, supervising set changes; ensuring cast is in place at appropriate times, and maintaining back stage order.
- Coordinate with Front of House to keep the stage, seating area and foyer clean and organized.
- Coordinate with the Front of House Supervisor regarding time for the doors to open to the public, delays

6. Post Production

- Coordinate the sorting, cleaning and return of costumes with Costume Designer and props with the Props Master.
- Attending a post-production meeting to review to discuss what went well and what could be improved, as input to a Post-Production Report coordinated by the Producer.