

POLICY NUMBER: 6.3.1	DATE ADOPTED: Historic
POLICY TYPE: Production Job Descriptions	DATE AMENDED:
POLICY TITLE: Assistant Stage Manager	

Assistant Stage Manager

The Assistant Director is responsible to the Director.

The Assistant is the Director's right hand and the main task is to assist in any way that is helpful. The need of this position is decided upon by the Director. If an assistant is not required, the following duties should be assumed by the Stage Manager. It should be noted that Assistant Director's duties may vary and will be determined by the Director.

Planning

1. Read script thoroughly.
2. Read Stage Manager section in handbook.

Working

3. Buy coffee, tea and juice supplies for the rehearsal period. Have cast and crew label their cups and tell them they are responsible for washing their own.
4. Attend rehearsals as required by S.M.
5. Become familiar with the total needs of the production and the technical setup.
6. Assist S.M. in the running of the technical rehearsals.
7. Carry out duties assigned by S.M.
8. Assist in pre-opening cleanup.

Striking the Set

1. Assist S.M. in the striking of the set and cleanup.