

POLICY NUMBER: 6.3	DATE ADOPTED: Historic
POLICY TYPE: Production Job Descriptions	DATE AMENDED: Mar 1/17
POLICY TITLE: Stage Manager	

Stage Manager

The Stage Manager is responsible to the Director.

Planning

1. Read the script thoroughly.
2. Meet with the Director to familiarize yourself with the total needs of the production.
3. Meet with your technical crew and go through script with them, noting all technical requirements.
4. Prepare a Master Prompt Book, which will be a growing record of the production. Everything should be marked in pencil during the rehearsal period and the final copy is usually coded in the following manner: Entrances in red, go cues in red, warning cues in blue, directing markings in black. You should not have less than four minutes between warning and go cues.
5. Attend initial production meeting called by the Producer.

Rehearsal

1. In collaboration with the Director, draw up the rehearsal schedule. Ensure that all rehearsals and meetings are entered into the Google Calendar which appears on the theatre website. Seek instructions from the board member currently responsible for the Google Calendar. Update the calendar when changes are made.
2. Obtain the Askew's charge card from the Treasurer and purchase all food and drink supplies for backstage within budget.
3. Ensure there is coffee available each evening during rehearsals. Coffee and tea should be prepared backstage and supplies kept there rather than in the kitchen.
4. Ensure that the backstage area is kept tidy and clean and that all food is stored appropriately.
5. Mark the stage area in life size floor plan indicating doors, windows, and walls using masking tape.
6. Meet with technicians to confirm they are briefed on all production requirements and set technical deadlines.
7. Attend all rehearsals unless the Director indicates otherwise. If there is an Assistant Stage Manager (ASM) this job may be shared.
8. Obtain plot sheets from lighting, sound, costumes and props.

9. You should be first in and last out during the rehearsal period or share this duty with the ASM.
10. Always have a pad and pencil with you for Director's notes. Stay after rehearsal and relay notes to your crew. Make sure deadlines are met.
11. Run first technical rehearsal without actors present.
12. Rehearse scene changes with stage crew.
13. Run all technical rehearsals and time each act.
14. Assign duties to the ASM.
15. Arrange for a cleanup crew for the stage and all backstage areas prior to Preview. If necessary, designate special areas for props, makeup, dressing rooms, etc.

Performance

1. The Director will announce to the cast and crew that you have complete authority from Preview onwards. Your job is to ensure that the performances stay true to the Director's vision. However, the Director still has the authority to make artistic adjustments during the run and may wish to give notes before or after any performance.
2. Remind cast and crew of rules and what you expect of them.
3. Arrive at the theatre at least 75 minutes before curtain and check that fire fighting equipment is in order, that the first aid box is filled and that the fire exits are clear.
4. Call actors and crew one hour before curtain and have them sign in on sheet.
5. Allow actors to check their set up to 30 minutes before curtain.
6. Do not allow visitors backstage before or during performance without your permission. Be strict.
7. Give actors 30 minute call.
8. Check with technicians 30 minutes before curtain to ensure they have checked all their equipment and are ready to go. Have intermission music turned on if appropriate.
9. Do not allow actors in front of house, especially in costume.
10. Give actors 15 minute call. Have technicians take their positions.
11. Give five minute call to actors and technicians.
12. Give two minute warning and have beginners take position.
13. Ensure that actors are in position and cue the technicians.
14. Maintain quiet backstage at all times. Be strict.
15. Remain calm if problems arise. Deal with them swiftly and efficiently and do not upset actors.
16. Time each act and record.

17. Ensure there is no drinking of alcohol or use of other non-medical drugs by cast or crew backstage or outside.
18. Post any notices in green room on the callboard.
19. After each performance, check that all equipment is turned off and that the stage is pre-set for the next performance.
20. Do not leave the theatre until everyone is out or you have assigned that responsibility to someone else.
21. Turn off lights and check all exterior doors.

Striking the Set

Work out an efficient strike plan and organize a work party of cast and crew to strike (dismantle) the set and clean the stage, dressing room and scene shop. You do not need to do all of these things but are responsible for making sure they are done.

1. Dressing room clean, tidy and empty of all production related materials
2. Tidy makeup drawers and hair cupboard
3. Replenish and tidy the Stage Manager's Kit
4. Mirrors cleaned
5. Bathroom cleaned
6. Dishes washed and put away
7. Floor vacuumed
8. Stage video monitor turned off
9. Stage door and gate locked
10. Inform Props and Costumes of any items left in the dressing room so they can be removed appropriately.
11. Arrange to have the stage floor washed. Consult with the Building Manager to see if the stage floor needs to be painted black (depending on upcoming users). Paint it if necessary.
12. Return the Askew's charge card to the Treasurer.
13. If you encountered problems or have suggestions that might benefit future productions, report them to the Administrative Producer for inclusion in his/her final report to the Board.

NOTE: If you are stage managing a play that is going on to festival, refer to policy 6.1.4 *Festival Producer*.