

Fraser Performing Arts Center

Role Definition

Assistant Stage Manager

I. Basic Function:

You are to assist the Stage Manager during offstage rehearsals and reside over the stage left side of the stage during tech rehearsals, performances, and events. You report to the Stage Manager.

II. Responsibilities:

1. Obtain copy of Stage Managers master binder and become familiar with the overall requirements of performance
2. Assist auditions as requested by the Stage Manager
3. Attend meetings as requested by the Stage Manager
4. Properly execute all backstage effects (assigning & instructing crew members as needed).
5. Coordinate activities of stage left crews and see that adequate working space is provided for them.
6. Assure that the set is safe for cast and crew members.
7. Know the location of First Aid kit in the backstage area;
8. Be aware of location and use of fire extinguishers and know how to drop fire curtain.
9. Use tape to spike the stage for moveable set pieces and major furniture;
10. Use white or reflective tape to mark sharp corners, stairs, and stage access walkways into house if being used for entrances and exits.
11. See that the backstage area is quiet, orderly, and properly darkened. Including crew members being dressed in dark colors or other dress code/costume required.
12. Attend cast and crew pre-show meetings.
13. Make sure each actor is at the proper stage left entrance on time, in costume, with makeup, and with the correct props.
14. Check that stage left crew tasks are complete before each scene and notify Stage Manager that “stage left is ready”
15. See that the stage, backstage, and offstage working areas are left in good order after each performance. Be aware of mechanical difficulties with set operation and ask Technical Director and Auditorium Manager to repair as needed.
16. Provide feedback concerning, missed cues, set movement changes, reported problems, and quality improvement ideas to stage left crew members and Stage Manager.

17. Assist with thorough strike of set to clear the stage and return materials, equipment, props, costumes, backdrops, flats and platforms to designated area by consulting with the Stage Manager and the Auditorium Manager.
18. Provide Stage Manager with feedback on ways to improve future productions.