

Fraser Performing Arts Center

Role Definition

Stage Manager

I. Basic Function:

You are to assist the Director during auditions and rehearsals and then take full charge of the staff, the stage, and all backstage and technical areas during technical rehearsals and performances.

II. Responsibilities:

UPON APPOINTMENT

1. Prepare a master binder to include the following:
 - All major blocking moves, entrances and sound/lighting cues clearly marked on a copy of the script
 - Drawings of the set(s) prepared by the set designer
 - List of cast and crew with contact information provided by Producer
 - Rehearsal schedule prepared by Director and Producer
 - Props, sound, light, and costume plots prepared by appropriate chairpersons
2. Assist auditions as requested by the Producer or Director
3. Attend meetings of the Director with production staff

DURING REHEARSALS

1. Prepare rehearsal space (if not on the stage) by marking stage area and set lines with removable tape. Remove tape at the end of rehearsal period.
2. Record all major blocking moves during rehearsals and monitor actors to see that the stage business continues according to Director's instructions. Note and communicate to all those concerned any changes in blocking.
3. Substitute or assign someone to read lines or fill in for absent actors, if the Director desires.
4. See that rehearsals are started and/or carried on in the Director's absence.
5. Work directly with staff chairpersons to relay the Director's instructions, keep current on staff progress, and schedule crew as needed at rehearsals (e.g. props, set dressing, etc).

6. Determine personnel required for scene changes during performances. Recruit and instruct stage crew members on their exact individual duties for technical rehearsals and performances on stage.
7. Supply Producer with the crew member credit list for program.

DURING TECHNICAL REHEARSALS AND PERFORMANCES ON STAGE

1. Properly execute all backstage effects (assigning & instructing crew members as needed). Coordinate activities of backstage crews and see that adequate working space is provided for them.
2. Assist the Technical Director in clearing the backstage area of all set construction tools (except for emergency needs), debris, paint, etc.
3. Assure that the set is safe for cast and crew members.
 - Know the location of First Aid kit in the backstage area;
 - Be aware of location and use of fire extinguishers and know how to drop fire curtain.
 - Lighting Chair is to install lights for the backstage wings and crossover spaces;
 - Use tape to spike the stage for moveable set pieces and major furniture;
 - Use white or reflective tape to mark sharp corners, stairs, and stage access walkways into house if being used for entrances and exits.
4. Ensure Sound Designer & Engineer has setup the intercom communication system for all necessary people.
5. Turn on and off the audio/visual feeds offstage before and after rehearsals and performances (e.g. green room, choir room)
6. 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.
7. Be sure all cast a crew have arrived on schedule and address tardiness immediately.
8. Assemble cast and crew for pre-show meetings as needed or requested by Director or staff members.
9. Ensure house doors are opened for seating as scheduled and performances start on time. Announcing periodic time calls leading up to show start to cast and crew.
10. Make sure each actor is at the proper stage entrance on time, in costume, with makeup, and with the correct props.
11. Check stage for overall complete setup before each scene and give all cues for curtain, music, lights, and sound.

12. 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.
13. Provide feedback concerning, missed cues, set movement changes, reported problems, and quality improvement ideas to appropriate crew members.

FOLLOWING THE RUN OF A SHOW

1. Working with the Technical Director, organize a crew to ensure that a thorough set strike is carried out to clear the stage and return materials, equipment, props, costumes, backdrops, flats and platforms to designated area by consulting with the Theater Manager.
2. Provide Producer with feedback on ways to improve future productions.