

## **STAGE MANAGER**

### **Principal Functions**

To supervise all non-acting activities on the stage and fly floors and ensure all health and safety rules are operated.

The Stage Manager will normally pass responsibility for the control, timing and co-ordination of the show, including the cueing of actors' presence on stage and light and sound cues, to the DSM from the point that the Stage Manager declares "house open", however he or she remains responsible for the smooth running of the show throughout technical rehearsals, dress rehearsals and performances.

### **Tasks**

#### **Pre Performance nights:**

- Have a clear understanding of the script and the Director's vision for the play and attend an appropriate number of rehearsals to facilitate this.
- Oversee the safe installation of the set on stage and its dismantling after the production.
- Oversee the installation of any hired or bought in technical equipment.
- Organise for the re-arrangement of any stage curtains and borders for masking or performance purposes. These must be returned to their original positions after the show has ended. Note that the Theatre technical staff must always be consulted during both the above activities.
- Ensure all necessary health and safety regulations are met and that cast and crew understand the fire drill by the time of the first Theatre rehearsal.
- Prepare a list of everyone backstage which is placed at the stage door and make sure that each person ticks the list on entering or leaving the back stage area.
- Ensure that all backstage crew fully understand what they will be required to do on performance nights. It is recommended this is carried out before the technical rehearsal but, depending on the complexity of the show, may be left until the tech.
- During the technical rehearsal, mark the position of all furniture, ensure that all stage crew know what they're responsible for, how to behave on stage, what they're responsible for and when they're required throughout the performance.
- On technical rehearsal night, the stage manager is responsible for the smooth running of the show and all health and safety aspects of it.

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### Performance nights (including dress rehearsal):

- Welcome the cast and backstage crew to the Theatre and make any announcements (e.g. not to leave valuables in dressing rooms, make sure stage door list has been signed, check that no one is backstage who is not involved in the production and any other health or safety notification).
- Check that all technical crew are present and in place.
- Check that all technical equipment is in good working order well in advance of the house opening.
- Oversee all activities on stage during a performance to check all set/furniture and prop changes are carried out timely and effectively.
- Check that the stage is correctly set and properties in place for the opening of the show.
- Advise all of the crew when the house is open and instruct them not to enter the stage.
- Check with the DSM that all technical people are in place.
- Give clearance to the DSM when the stage is in a state of readiness to open the show.
- Advise the crew when to change the set/furniture and check that all appropriate properties are positioned or removed as the show progresses.
- Ensure that the Stage Manager and/or the DSM are present on stage, without exception, from the time that the house is open until all actors and crew have left the stage at the conclusion of the show. If the SM and DSM are both absent from the stage, then it isn't being managed, meaning that essential communications from the lighting control box, sound desk, and front of house areas are lost.

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