

## **DEPUTY STAGE MANAGER (DSM)**

### **Principal Functions**

To prepare a script noting any text amendments and listing all lighting, sound, music, set and furniture change cues. This is commonly referred to as the “Book” which runs the show. The book should be prepared in clear notation so that any other person could follow the cue instructions. At the request of the Director, the DSM may also be required to note cast positioning. Since these can be amended quite late in the rehearsal process, they should only be penciled in the book.

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.

On request from any member of the technical team or the Director, the DSM can stop the show in order for any aspect of it to be modified and/or re-run. It is the duty of the DSM to make sure all the members of the technical team are kept informed of all changes during this rehearsal.

### **Tasks**

- 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.

### **Pre Performance nights:**

- Attend all the rehearsals in the last 3 weeks before a show is performed to note all set/furniture changes.
- Mark all lighting and sound cues as determined by the respective designers in conjunction with the Director and technical crew.
- Although the SM is responsible for running the technical rehearsal, the DSM can also call for the tech to be stopped in order to re-run or amend a particular lighting, sound or other cues.

Continued...

**Performance nights (including the dress rehearsal):**

- Deliver appropriate calls to the cast and crew pre curtain-up. Note that some of these calls are made 5 minutes earlier than the name of the call suggests to give all those involved in the show an opportunity to reach their opening positions in good time.

So, assuming that curtain up is planned for 7.30pm, the names and timing of calls would be as follows:

<b>Time</b>	<b>Event</b>	<b>Call <i>[Repeat each call twice.]</i></b>
<b>6.55pm</b>	<b>35 minutes to curtain up.</b>	<b>This is your 30 minute call.</b>
<b>7.00pm</b> <i>(or whenever the house opens)</i>	<b>The auditorium opens to audience members.</b>	<b>The house is open.</b>
<b>7.05pm</b>	<b>25 minutes to curtain up.</b>	<b>This is your 20 minute call.</b>
<b>7.15pm</b>	<b>15 minutes to curtain up.</b>	<b>This is your 10 minute call.</b>
<b>7.25pm</b>	<b>Actors appearing during the first few pages of Act 1 go to their starting positions.</b>	<b>Beginners to stage.</b>
<b>7.30pm</b>	<b>Curtain up.</b>	<b><i>[No call.]</i></b>

- Liaise with front of house personnel to open the auditorium.
- Start the show when the house is closed.
- Check all the necessary cast are present on stage and when clearance from the SM and front of house are given, instruct for the opening sequence of light/sound cues (including curtain opening where appropriate) to commence the show.
- Use the backstage communications system to pre-call all lighting, sound, fly floor and any other cues according in advance, as agreed with the various technicians, for example:
  - For lighting cues: “Stand by LX10.”
  - For Sound cues: “Stand by sound 15.”

The usual response from the lighting and sound technicians in these instances would be “Standing by.” This is essential for the smooth running of the show.

## STREET THEATRE - ROLES AND RESPONSIBILITIES

- Call all lighting, sound, fly floor and any other cues according to the book, at the precise time they are required, and check they are executed.
- On clearance from the SM after each set change, restart the performance by calling the next appropriate cue.
- Call actors to the stage in good time for their entrances (normally 1 to 2 pages ahead of their required presence on stage).

\*\*\*\*\*