



## **SHS Theatre Department Stage Manager Job Description**

The role of a Stage Manager is a tough one to play. Despite the unending amount of work a Stage Manager does, it is not an overly appreciated position. Yet, it is a position that teaches you to appreciate others: those that work with you and those that work for you. A Stage Manager will learn early on that the more thanks and appreciation he/she shows to their cast and crew, the smoother the entire production process will flow.

No matter how bad the situation, remember that the SM must do his/her best to remain upbeat and positive at all times. When things seem impossible, everyone will be looking to the SM for assurance that things will turn out alright.

### **Stage Manager Duties At Rehearsal**

- To help keep rehearsals on schedule by **RESPECTFULLY** making sure everyone is doing what they are supposed to backstage and are prepared for their cues.
- To maintain general orderliness in the backstage area. (This refers to both people, props, and set.)
- To oversee set up and breakdown of the space **BEFORE** rehearsal is meant to start.
- To make sure actors are in rehearsal costumes in time for rehearsal to begin.
- To set up and label the props table, and take inventory of all props before and after rehearsal.
- To oversee live transitions of set and props during scene changes
- To help move scenery/props in absence of stagehands.
- To **RESPECTFULLY** monitor noise and activity level of the dressing rooms and backstage in order to maintain a working atmosphere.
- To address any problems within the production process of each show, and to communicate with Mr. Hensley in an effort to resolve them
- To maintain strict confidentiality. Some of the issues that are discussed with you are of sensitive nature. If you share confidential information with anyone else, your position will be revoked immediately.

## The 10 Golden Rules of Stage Management

- 1. Learn From Mistakes.** No one is perfect. We all make mistakes as we practice our crafts. The best thing anyone can do is to analyze these situations and learn how to avoid making the same mistake again.
- 2. Don't Panic!** Always remain calm, cool and collected. Never, Never yell. All Stage Managers should know the difference between raising their voices to be heard and yelling. If the Stage Manager loses it, everyone will panic.
- 3. Safety First!** The cast shouldn't set foot on the stage unless you would walk on it barefoot. Inspect the set daily for potential problems. Are all stairs and platforms secure? Are all escapes adequately lit and glow taped? Do you know where the first aid kits and fire extinguishers are located?
- 4. Plan & Think Ahead.** What can be done to avoid problems? How can the Stage Manager make life easier for everyone?
- 5. There Are No Dumb Questions.** It is better to ask and feel silly for a few seconds than to cause a disaster later.
- 6. Prioritize Tasks & Delegate Authority.** One person can't do everything. Why do we have assistants if we don't use them?!
- 7. Early Is On Time.** The SM should always be the first person in and the last person out of the theatre for a meeting or rehearsal. I always try to show up about 15 minutes before I really think I need to be there, just in case delays occur.
- 8. Put Everything In Writing.** In other words, be a communicator! Dated daily rehearsal notes aid in communication and help to avoid conflicts over when requests or changes were made. (Voice mail and email are also great forms of communication! Use your cell phone so that you are easy to reach at all times!)
- 9. Please & Thank You.** Use these word everyday, especially when you are working with your peers and/or volunteers. Be friendly, firm, and specific when asking others to correct their behavior backstage, but leave all discipline to Mr. Hensley.
- 10. Stage Managers DO Everything.** They do a million important and menial tasks that are meant to make people happy and boost morale. Recognize the little things people do and say thank you, take a "dance" break to make people smile, make sure birthdays are recognized, and hole-punch all paperwork. These little things are really appreciated by everyone

# Stage Manager Rehearsal Checklist

## Pre Rehearsal:

- Open the Curtain
- Set Up the Stage
- Backstage and Prop Check
- Dressing Room Check (Costumes, Etc)
- Check with Hensley for Extra Jobs

## During Rehearsal:

- Keep up with the action on stage (And in script)
- Ensure cleanliness of all items
- Call all light/sound transitions
- Maintain all props and costumes during transitions
- Problem solve minor technical issues
- Employ backstage phrases when necessary

## **Backstage Phrases:**

(Always said with a neutral or positive tone)

“Quiet backstage” or “Hensley’s asked for quiet backstage” (where necessary)

“Please don’t touch the props”

“You have an entrance coming up”

“Let’s stay focused on the show”

“Great job”

“Keep up the good work”

## Post-Rehearsal:

- Break Down the Stage
- Backstage and Prop Check
- Dressing Room Check (Costumes, Etc)
- Close the Curtain
- Check for Trash

## **Stage Manager Show Duties**

### **Pre Show:**

- 1 hour before show – Set up stage (props and set in places)
- 45 minutes before show – Costumes and Make-up
- 30 minutes before show – House open (actors stay backstage - prop check)
- 15 minutes before show – Theatre Games
- 0 minutes before show – warm-ups
- 5 minutes after show time – Hensley Speech
- 7 minutes after show time – Places (make sure it's quiet backstage)
- 10 minutes after show time – Open

### **During Show:**

- Keep up with the action on stage (And in script)
- Ensure cleanliness of all items
- Call all light/sound transitions
- Maintain all props and costumes during transitions
- Problem solve minor technical issues
- Employ backstage phrases when necessary

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### **Post Show:**

- Costumes and accessories in proper places (cleanliness!)
- Reset all stage props for next show
- Trash (makeup wipes and such) cleaned up
- Keep ALL students working until ALL students finish (this is a team effort)
- Report finished dressing rooms and stage to Mr. Hensley