

# Stage Manager Responsibilities

You are responsible for the stage and backstage areas of the show.

The following list should help you do this job successfully.

1. Meet with the Director to get the script and find out what you should be working on before rehearsals begin.
2. Attend any production meetings before auditions begin.
3. Assist with auditions. Collect audition forms and help make casting decisions.
4. Attend every rehearsal. You should be the first one to get to rehearsal and the last one to leave each night.
5. Clear and sweep the stage and backstage areas. Make sure that nothing is in these areas except what we are using for the rehearsal or the performance.
6. Take attendance for the show. If someone is not at rehearsal, find out if they were absent from school or call the cast member at home to find out why they are not at rehearsal. Let the Director know who is absent.
7. During rehearsals, make sure there is no food or drink in the theatre. The only exceptions to this rule are you, the assistant director(s), and the director/technical director. This is a privilege of this position. Please clean up any spill, and your trash or you will lose this privilege.
8. During blocking rehearsals, write down blocking of all characters in your script. If you are unsure of the blocking, check with the assistant director.
9. Write down all stage business in your script.
10. During working rehearsals, watch the action of the play and make sure the actors are following the blocking and stage business. Stop rehearsal immediately if an actor makes a mistake in the blocking or stage business.
11. Keep making changes to the blocking and stage business as they come up during the rehearsal process. All changes need to be approved by the Director.
12. Fill out a rehearsal report at every rehearsal. This should be done before the end of the rehearsal each night. These reports are on the website. They should be sent to all production staff members; i.e. director, technical director, vocal director, choreographer, conductor, adults helping with crew (costumes/makeup), assistant directors, assistant stage manager(s), and crewheads.
13. Assist the assistant director in taking line notes when lines are due. You may also serve as a prompter.
14. When an actor returns to rehearsal, give them all blocking and stage business they missed while they were gone.
15. After rehearsal, help the Assistant Director pick up the rehearsal space.
16. At call time, take attendance of all cast and crew. Let the Director and/or Technical Director know about anybody that is missing or about uninvited guests backstage.
17. Check to make sure that the stage is set and check with the prop master to make sure that all props are set on stage or on the prop tables.
18. One hour before the show time, you need to check with all the crew heads to make sure ever thing is ready to go.
19. Five minutes before the house opens, double check that the stage is set and that all cast and crew are out of the house and off the stage.
20. Before performances and at intermission, call “places” for the performers. Give a 15 minute warning, 5 minute warning, and “places” call before the show and at intermission.
21. Give the house manager (assistant director) a 5 minute warning, so they can flash the lights in the lobby.
22. Give the Director any notes you have about the set or the crew. The director will tell you what to do with these notes.
23. If you have nothing to do, help the cast work on memorizing their lines.
24. If you have nothing to do, help the crew.
25. Be friends with the cast and the crew. You are the middle person between the cast & crew and the production staff.
26. Keep the Director informed of any potential problems.
27. You are the eyes and ears for the show. Look for problems that we can fix during rehearsal, so that the show can be a success when we present it to the school. Bring these things to the Director.
28. Ask the Director any questions you have about stage managing.
29. Once we get to opening night, the show is YOUR show. The Director will be at all the performances in case people have questions and to serve as the sponsor of the activity, but you are the boss of the show once it opens☺
30. Have fun!!!