
Stage Manager Duties

- **SKILLS:**

- Good organizational skills
- Theater experience
- Collaboration
- Leadership
- Adaptability
- Good verbal communication
- An eye for technical needs
- Collaborating with creative artist with conflicting interests

- **DESCRIPTION:**

- The Stage Manager is the most important person on the Production Staff. Although the details of the role vary depending on the production, the Stage Manager is broadly responsible for ensuring that the production runs smoothly from first rehearsal to final curtain call.
- Reports to the Director and Production Director.

- **PRE-PRODUCTION DUTIES:**

- BASECAMP: Successful productions will require that we connect and collaborate online via Basecamp. Please become familiar with this tool. Be prepared to share your process with us online by posting your research, art, and ideas for your team.
- Use the Docs & Files / Stage Management Subfolder on Basecamp for rehearsal schedules, Rehearsal and Performance Reports, and Cast / Contact Lists.
- Schedule a time with the Production Manager to review all Stage Manager duties.
- The Stage Manager agrees to follow the terms of the Guest Artist Independent Contractor Agreement.
- Participates in all Production Meetings either virtually or in person. Will also be responsible for taking notes / minutes of each meeting and uploading to Basecamp.
- Schedule a time with the Production Manager for a tour of the stages and shop / storage facilities.
 - Production Manager will acquaint the Stage Manager with the basic operation of the following: Where to turn on work lights, running lights, house lights, rehearsal lights, and appropriate doors to lock / unlock. [Fly system and curtain operation if

applicable will be trained through either Scene Shop Manager or Production Director.]

- Production Manager will lead a tour of the Volunteer Work Room for copier, paper cutter, hole punch, etc. and will supply the password and / or key. The password and codes for the copier can also be found on Basecamp.
 - Request / Pick up 2 scripts from Production Manager (1 to record notes during rehearsals, 1 to use as prompt script). There will be a digital copy on Basecamp for the course of the run of the show ONLY. Copies can be requested from the Production Manager.
 - Read the play in its entirety before the first Production Meeting and be prepared to discuss any potential issues.
 - A 1/4" scale Director's Floor Plan will be provided by the Scenic Designer and be uploaded to the Docs and Files / Scenic Subfolder on Basecamp. Contact Production Manager to print paper copies at The Phipps. Use The Phipps ink, not your own whenever possible.
 - Obtain keys to Prop Cabinets and Theatrical Spaces from the Production Director.
 - Review all Procedures for JHP Theater/Black Box with the Production Manager.
 - Production Manager will supply the Guest Internet Wi-Fi Passwords.
 - Become familiar with emergency procedures – provide information to cast and crew.
 - Meet all deadlines as listed in the Production Calendar.
- **AUDITIONS/PRE-REHEARSAL:**
 - Assist the Director and Council Production Coordinator(s) throughout auditions and callbacks.
 - Notify the Production Manager of Actors cast including all their contact information.
 - Submit a request for tables / chairs in rehearsal space (if applicable) with the Production Manager prior to first Rehearsal.
 - Distribute scripts to the Cast at the first rehearsal.
- **REHEARSALS:**
 - First Rehearsal/Read-Thru:
 - Schedule with Scene Shop Manager a time to tape the rehearsal floor when possible.
 - Attendance at the First Rehearsal is mandatory, headshots and measurements will also be taken at this time. You may be asked to assist in measurements to enforce the Rule of Three.
 - Distribute the rehearsal schedule to cast and Production Staff, and upload to the Docs & Files / Stage Management Subfolder on Basecamp.
 - Keep a list of those scripts distributed to the cast/crew that will need to be returned at the end of the run.

- Be sure the Council Handbook is distributed to all cast members and the Non-Harassment Policy is read to the cast and production staff.
- Be sure a tour of the facility is offered to any new members.
- Provide a biography for the program at the first rehearsal.
- General Rehearsals:
 - Facilitates communication with the director, production team, cast, crew, and Phipps staff / volunteers.
 - Encourage respect. Set a good example for everyone by being supportive to all. Ensure Phipps policies / regulations are followed (see handbook).
 - Arrange for Fittings. Work with the Director and Costume Designer to determine a good time to pull Actors for fittings either during rehearsals or schedule time before or after. Schedule with Council Production Coordinator for a third person to be present to enforce the Rule of Three.
 - Publicity photos or videos may be taken about 4 weeks before opening.
 - Required to attend the Designer Run with a Production Meeting immediately following the rehearsal.
 - Stage Managers will assist the Director and take notes regarding blocking, and entrances/exits of performers.
- Rehearsal Reports:

Publish and upload all rehearsal reports to the Docs & Files / Stage Management Subfolder on Basecamp for updates and to ensure the line of communication is always open. Convey the Director's inquiries/requests to designers (if applicable). Stage Managers will take notes regarding sets, props, costumes, lights, sound, special effects, **blocking, script** changes, etc.

 - Inform Production Manager and Cast promptly of any changes in rehearsals.
 - Start to make notes on how to best move set pieces and props, as this will have an impact on the number of running crew required – Report number of crew needed to Production Manager.
 - **Upload daily notes to Basecamp and prompt book and email cast notes and reminder.**
 - Return communication with the Production Department via Basecamp within 24 hours unless otherwise agreed upon.
- Start of Rehearsals:
 - Arrive at least ½ hour before call time. (The Stage Manager is always the first to arrive for each rehearsal / performance and last to leave). Check in / introduce yourself to the Welcome Desk Attendant located in the lobby.
 - Doors to rehearsal space should be unlocked prior to rehearsal. If not, please inform the Welcome Desk. The keys provided to you from the Production Director should allow you into all rehearsal spaces.
 - Sweep the stage, before and after rehearsal, and alert the cast and crew to keep areas clean.

- Have a reliable watch or a clock to Start / End rehearsals on time.
Preset rehearsal blocks, furniture, props when available (Consult w/ Production Director).
- Take attendance and call late actors.
- Start timing each Act and provide the Production Manager with the lengths of Acts for Programs.
- End of Rehearsals:
 - Ensure all props are returned and locked in the prop cabinet.
 - Clear any rehearsal blocks or rehearsal furniture used to the wings of the stage or designated storage space until the next rehearsal.
 - **Pre set the stage for the next rehearsal.**
 - Turn on Ghost Light and place it at center stage.
 - Turn off all lights, close / lock all designated doors (Green Room, Scene Shop, Dressing Rooms, Costume Shop. A lock up procedure will be uploaded to the Docs & Files / Stage Management Subfolder on Basecamp by the Production Director prior to the first rehearsal.)
 - Make sure that you are the last person to leave the theater before you lock the door.
 - Inform Welcome Desk Attendant that the rehearsal has ended, and you are the last to leave the building.
- Prior to Tech Rehearsals:
 - 2-3 Weeks before opening – provide Tech Schedule to Cast.
 - Prior to Tech Rehearsal, a time will be scheduled with the Production Director, Deck Captain, Properties Designer, and Costume Designer (if there are any quick changes) to review strategy, train, and discuss any anticipated issues.
 - The Production Director will give the Deck Captain a tour of the stages and the shop / storage areas being used.
 - Deck Captain will meet with the Production Director to become familiar with the equipment operation and duties during the production including the procedure on how to “Go Back” or “Restore / Reset” a cue if need be.
 - Work with Production Director or Scene Shop Manager to coordinate fly lines, flying actors, or specialized crew needs.
 - The Production Director will review this document during this time.
 - All emergency procedures will also be discussed including showing where all First Aid Cabinets are.
 - Will be instructed on proper use and location of the fire extinguisher as well as any emergency procedures. The handbook will be provided by the Production Department.
 - Request, in a Rehearsal Report, quantity and location of any backstage running lights. Scene Shop will properly set up and safely secure all extension cords.
 - Meet with Properties Designer to prepare prop tables and go over any last-minute props.

- Post Sign-In sheet in designated area for Cast and Crew. This is essential in keeping track of who is, and is not present, so you can make a phone call as needed.
- Post Light Board and Sound Board Sign-In / Out Procedures in Control Booth.
- Assign someone to be on book for tech week.

- **TECH REHEARSALS:**

- Stay focused on the cast, crew and production team.

- Follow all rehearsal Procedures.
- Shift Tech Rehearsal (if applicable):
 - Saturday Before Tech: 10am-11am: Tech Training
 - Saturday Before Tech: 11am-4pm
 - Attendance is required.
 - Delegate to the Deck Captain and Stage Left Deck Crew (if applicable) to ensure the set and props are preset for rehearsals.
 - Introduce Cast to Deck Captain and Crew at each Tech/Dress Rehearsal (crew most likely will change day-to-day)
 - Work with Production Director, Scenic Designer, and Deck Captain to assign backstage duties.
 - Delegate to Deck Captain to spike all movable scenery, furniture, etc.; for safety concerns, apply glow tape where needed and charge tape.
 - Collect all Scene Shift assignments from the crew and give it to the Production Director to update before next rehearsal.
 - Follow above “End of Rehearsal” procedures above.
- Paper Tech:
 - Saturday Before Opening: 10am-Noon
 - Attendance is required.
 - During Paper Tech the Production Team will assist in creating the prompt book containing the production's sound, lighting, and set cues, as well as other vital information.
 - If uncertain of cue timing/purpose, please do not hesitate to ask.
- Q2Q or Tech Run Rehearsal:
 - Saturday Before Opening: 1pm-2pm: Tech Training
 - Attendance is required. May not be needed to train anyone but use this time to prep for the Q2Q rehearsal.
 - Work with Production Director, Properties Designer, and Fight Choreographer (if applicable) to coordinate training for use of guns.
 - Saturday Before Opening: 1pm-9pm (End time depends upon complexity of show)
 - Attendance is required.
 - Follow the “Start of Rehearsals” procedures listed above.

- **Headsets:**
 - Hand out wireless headsets to all crew, make sure the Master unit is powered on, keep the headset with you from this point to post show.
 - Be on headset and at your post 5 minutes prior to the start of the rehearsal.
 - Each cue is called approximately a ½ page before they happen and are called on “Stand By Light/Sound/Music Pit/Spotlights/Fly-ins/Special Effects/End/Beginning of Scene, and if necessary, actors.” When the cue starts, you say “Cue ___ Go!”
 - Delegate to the Deck Captain, Dresser(s) and Stage Left Deck Crew (if applicable) to ensure that all changing areas are preset.
 - Follow the “End of Rehearsals” procedures listed above.
 - Collect all headsets
 - Ensure headset cables are neatly coiled up
 - Ensure belt packs are powered off
 - Plug belt packs into charging cords in the in the Control Booth
 - Place all headsets in the Control Booth
 - Mini-Production Meetings will be held immediately following all Tech/Dress Rehearsals, all Production Staff present will be required to stay for the meetings.
 - Upload any notes and changes for designers and Rehearsal Reports at the end of each Tech and Dress Rehearsal.
 - Confirm the running schedule for Dress Rehearsals and notify cast and crew.
 - Maintain a clean and safe working environment
-
- **DRESS REHEARSALS:**
 - Sunday Before Opening: 1pm-4:30pm
 - Monday-Thursday Before Opening: 6pm-9:30pm
 - Follow the “Rehearsals” and “Tech Rehearsals” procedures listed above.
 - Attends all Dress Rehearsals.
 - Follow above listed “Tech Rehearsal” procedures, including headsets, training, start / end of rehearsals, and Rehearsal Reports.
 - Check that the Lights and Sound crew have done their sound and lighting checks, and they are ready to go to the first cue before the house opens.
 - Check the Sign-in Sheet to make sure all Cast and Crew are present. Call anyone who hasn’t arrived within 10 minutes of Call Time.

- Supervise pre show activities such as technical and safety checks; Check in with Deck Captain that all preshow duties have been completed before House opens.
- Run the performers through warm-ups and notes (if applicable); remind performers to check all their props 15 minutes before House opens.
- Give Actors and Crew:
 - 30-minute call (House Open)
 - 15-minute call
 - "5 minutes to curtain"
 - 2-minute "Places" call.
 - Have the Deck Captain report when all actors are present/ready to start.
- Upload to Basecamp all necessary updated paperwork by opening night.
- Production Staff can invite two guests to the Thursday Final Invited Dress Rehearsal.

● **PERFORMANCES:**

- Follow above listed "Tech / Dress Rehearsal" procedures, including headsets, training, start / end of rehearsals, and Performance Reports.
- Stage Manager is the one responsible for everything and everyone to be ready and to maintain the Director's intentions. "Perform the show that has been rehearsed." Delegate tasks as necessary.
- Introduce yourself to the House Manager:
 - They should be here 1 hour before curtain.
 - They store their personal stuff in the JHP Control Room.
 - Review the House Manager folder with the House Manager.
 - Inform House Manager of running times / intermissions (when they should approximately be timewise).
 - Whenever possible, this will be a scheduled meeting prior to Opening Night.
- Check in with backstage Cast / Crew periodically.
- 10 Minutes before curtain:
 - Check in with Ticket Office & House Manager to see how things are going:
 - Tickets not picked up.
 - Parking issues.
 - Any other issue that may call for a "Hold".
 - Ring 1 set of three lobby chimes (from the Control Booth), 1 second between chimes.
- 5 minutes before curtain:
 - Check in with Ticket Office & House Manager to see how things are going:
 - Tickets not picked up.
 - Parking issues.
 - Any other issue that may call for a "Hold".
 - Check backstage to see if the Cast / Crew are ready.
- 2 minutes before curtain:

- Ring 2 sets of three lobby chimes (from the Control Booth), 1 second between chimes and 3 seconds between sets.
- If no Hold on the House, call "Places" for Cast / Crew.
- Get headset confirmation from all headset operators.
- Get confirmation from Deck Captain that the Cast is at Places and all Cast KNOWS it is Places.
- Start the show:
 - Inform House Manager that the show is about to start.
 - Observe the audience to see if they are mostly all sitting down.
 - Go to "House to Half" and wait until all audience members have seated themselves.
 - Play the "Welcome to The Phipps" announcement
- Before Intermission (if there IS an intermission):
 - Intermission is 15 minutes each:
 - 5 minutes before beginning next Act:
 - Ring 1 set of three lobby chimes (from the Control Booth), 1 second between chimes
 - 2 Minutes before beginning next Act:
 - Ring 2 sets of three lobby chimes (from the Control Booth), 1 second between chimes and 3 seconds between sets
 - If no Hold on the House, call "Places" for Cast/Crew
 - Get headset confirmation from all headset operators.
 - Get confirmation from Deck Captain that the Cast is at "Places" and all Cast KNOWS it is "Places."
- Post-Show:
 - Collect all headsets:
 - Ensure headset cables are neatly coiled up.
 - Ensure belt packs are powered off.
 - Plug belt packs into charging cords in the Control Booth.
 - Place all headsets in the Control Booth.
 - Announce call time for the next performance.
 - Follow the "End of Rehearsals" procedures listed above.
 - Maintain props, furniture and set during the run and inform designers if there are any problems with lights, sound, props, make-up / hair or costumes. Notify the Production Staff in a Performance Report and upload to Basecamp. Email cast notes and Performance Call Times reminder.
- **STRIKE:**
 - Ensure all personal items have been removed from the Control Booth and it has been left in a clean condition.
 - Return keys to Prop Cabinets and Theatrical Spaces to Production Director.

- Collect all scripts from the cast/crew that need to be returned. Give these to the Production Manager to be mailed back to the Publisher.
- Assist the Cast and Crew in completing strike.
- Check in with the Production Director before leaving.