**Job Title:** Stage Manager

**Position Abstract:**

In collaboration with Director and Producer: prepare the cast, crew, and stage for a production, control what happens on or about it during performances, and restore it to its normal condition afterwards.

Although an open call may be made for a Stage Manager, the Stage Manager may also be appointed for a particular production jointly by the Director and Producer. In both scenarios the Director and Producer have the final say in Stage Manager selection.

The Stage Manager works closely with the Director and Producer during the development and rehearsal phase and takes over responsibility for the stage from the Director after the dress rehearsal performance.

**Role Elements:**

Pre-rehearsal phase: in collaboration with the Director and Producer:

* Establish times, place, structure and process for auditions
* Develop the audition application/information forms
* Manage/organize auditions including preparatory materials, registrations, audition participation, followup communication with auditionees.
* Establish/implement a communication plan for the project
* Establish/communicate rehearsal times, locations, etc to cast and crew
* Recruit Assistant Stage Managers

Rehearsal Phase:

* In collaboration with the Production team, review the script and identify key property and set elements. noting any special requirements.
* Confirm the basic set design with the director, explain it to the cast and mark out the plan on the stage or rehearsal space , preferably before rehearsals.
* Organize rehearsal activities, actors and production team participitation
* if required by Director, record all stage directions, moves, sound and lighting cues for reference.
* In collaboration with Props, ASMs and backstage crew, confirm the positioning of the stage settings/props on stage and where they are to be placed when not on stage
* In consultation with the Director, confirm the elements of the detailed set design.
* Ensure that operators have been appointed for lighting and sound.
* Confirm light and sound plots with the Director, Technical consultant, and light/sound designers and operators.
* Confirm Make up and Hairstyling team
* Set up a call book, noting all light/sound cues, entrances and any other key tracking elements needed to call the show

Tech/Dress rehearsals:

* Confirm the stage crew: property minders, scene shifters, etc. Ensure that they are all familiar with their duties, and that a work roster is posted
* Run the technical rehearsals once the final plots have been set. Make sure that everything works, adjusting and repeating if necessary until it does.
* Confirm emergency plans in the event of malfunctions re lights/sound
* Ensure that cast and crew know when their presence will be required for the actual performances, and that sign in sheets are posted in the Green Room
* Ensure that backstage locations for crew and actors are established, props/entries summaries by scene are posted on Left and Right backstage, and no cell phones are "on"

Public performances.

* You are responsible for what happens on or back stage.
* Check that cast and stage crew are present as required. Try to keep everyone calm but alert.
* Ensure warm ups for all cast are completed on stage before the auditorium is open to the public
* Liaise with Front-of-House for the start and intervals.
* Ensure operators have tested lights/sound, and headsets.
* Make sure that the cast are warned in good time for entrances; designate a runner to fetch actors. Ensure screens are on in Green and Makeup rooms
* CALL THE SHOW
* Ensure that crew perform any necessary repairs or alterations during or after the performance, and make sure that the stage is re-set for the next performance.

Aftermath.

* Liaise with the Producer about the time of set teardown, the day after the final performance.

Commitment:

* 4 hours 3-4 evenings per week, including weekends (rehearsals) with additional ongoing communication/organizational time throughout the pre production and production periods. (up to 20 hours per week) for up to 12 (more for musicals) weeks, and 7-12 performance evenings (2 or 3 week runs)
* Willingness to Stage Manager a minimum of 1 play every two years

**Skill Set:**

Essential:

* Established communication (written/verbal) and organizational skills
* Performed the role of Assistant Stage Manager at the OSLT or equivalent at least once
* Experience in at least two other production jobs in theatre (actor, props, wardrobe, lighting, etc)
* The ability to work well with people
* The ability to provide direction in an authoritative, yet sensitive, way.

Advantageous:

* 1st Aid Certification

**January 2019**