

## **Stage Manager/ASM**

The Stage Manager (SM) and Assistant Stage Manager (ASM) take on challenging and rewarding roles that are crucial to every production. These positions require efficiency, organization, calm, tact, and a willingness to be the person everyone comes to for answers about the production. This sheet is intended to help you understand the typical duties of the position; a more comprehensive handbook is available, and training will be provided in specific skills as needed.

The SM acts as the main liaison among the director, technical staff and cast; organizes and runs rehearsals; and calls cues during technical rehearsals and performances, effectively orchestrating the execution of the design and technical elements. The ASM shares many of the duties of the SM, with a division of labor determined collaboratively, and runs backstage operations during technical rehearsals and performances.

Duties specific to the Stage Manager and ASM include:

### **Auditions/Pre-rehearsal**

- Attend the first round of auditions if possible
- Help the Director schedule and run call-back auditions
- Read the script and work with the props team, Stage Manager, Director, and Set Designer to generate a list of props for the production.
- Work with the props team to gather rehearsal props.
- Generate a scene breakdown and assemble a prompt book.

### **Rehearsal Phase**

- Attend 5 rehearsals out of 6 per week.
- Be responsive to emails and communicate regularly and promptly.
- Issue daily rehearsal reports.
- Manage rehearsals and communicate schedule information to the cast.
- Take notes and be on book for actors as needed.
- Attend weekly production meetings throughout the rehearsal period.

### **Tech/Dress Rehearsal Period and Performances**

- SM calls cues and manages the progress of the rehearsal, in collaboration with the Director, design team, and DoP.
- ASM runs backstage operations and manages actors.

### **Strike**

- Participate in strike as scheduled.

To successfully complete the practicum, the Props Assistant performs a minimum of 48 hours of work over the six-weeks of production period, scheduled collaboratively with the Director of Production. A few additional hours are sometimes required over and above the minimum to successfully complete all assigned tasks.

The Stage Manager and ASM report to the Director of Production and are registered under THTR UN2425 Practicum Stage Management.

Each Production Practicum is a graded course. Students are evaluated at the end of the semester by the staff and faculty, who consider the student's promptness, preparedness for work, execution, initiative, and follow-through. Lateness to any rehearsal or work call has the potential to impact the final grade.