

### **Stage Manager/Assistant Stage Manager**

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. The SM acts as the main liaison among the director, technical staff and cast, organizes and runs rehearsals, and coordinates all elements of the production during technical rehearsals and performances. The SM also 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 common to both positions include taking blocking and other rehearsal notes, tracking props, generating and issuing daily rehearsal reports, and being on book for the actors.

Responsibilities of the SM/ ASM include (subject to change based on the needs of the production):

#### **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 Master(s), Stage Manager, Director, and Set Designer to generate a list of props for the production.
- Work with Props Master(s) to gather rehearsal props.
- Generate a scene breakdown and assemble a prompt book.

#### **Rehearsal Phase**

- Develop and maintain an effective working relationship with the production team. 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.

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

- SM calls cues and manages (in collaboration with Production Manager and Director) the progress of the rehearsal.
- ASM runs backstage operations and manages actors.

#### **Strike**

- Participate in strike as scheduled.

**At any time throughout the production schedule the SM and ASM are encouraged to utilize the production staff to help resolve any challenges encountered during the production process.**

The SM and ASM report directly to the Production Manager and are registered under the corresponding section of THTR V 3172 Rehearsal and Performance for 3 credits.

Rehearsal and Performance is a graded course. Each student is evaluated at the end of the semester by a committee of 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.