

Rehearsal Stage Manager

Job Description and Duties

Things to Know Before Rehearsals Start:

- How to turn on the A/C
 - Make sure that the "occupied until" time is after rehearsal ends. If not, make a note of what time you have to come back and reset it.
- How to run the music program
- How to work the amp
- How to work the lights

Before Each Rehearsal:

- Get SM book and box
- Check A/C
- Check amp/computer for music
- Set up stage for top of scene
- Herd actors into theater

During Each Rehearsal:

- Note all blocking to the best of your ability
- Take down all notes from director, choreographer, music director, etc
- Note any sound effects, props, or scene changes
- Note any cuts or additions to the script
- Take a quick snapshot of each scene to show proper position of set pieces/props
- Spike tape set pieces and furniture when final place is determined (Always label spikes!)
- Keep cast/crew/visitors quiet and focused
- Give line or blocking cues as needed

After Each Rehearsal:

- Clear off stage, ready for classes the next day
- Turn off amp, director light, music stand lights, etc.
- Put SM box and binder back upstairs
- Put ghost light onstage and plug in
- Turn off theater lights
- **Email notes from the day ASAP** to Mrs. M, Ms. B, Miss Dawson, Mr. Femia, and their assistants