

## **Show Stage Manager**

### **Job Description and Duties**

#### **Things to Do Before Tech Week Starts:**

- Know how to turn on the A/C
  - Make sure that the "occupied until" time is after tech or the show ends. If not, make a note of what time you have to come back and reset it.
- Know where first aid and safety equipment lives
- Know how to turn on and run the sound system
- Know how to turn on and run the lighting system
- Know how to turn on/off the house/work lights
- Know how to turn on and run the headset system
- Know the location of the shed key and where to find the tools you are most likely to need to grab quickly
- Make sure that backstage and house are properly glow-taped

#### **Before Each Tech Rehearsal:**

- Get SM book and box and set them at your place
- Check A/C
- Put away Ghost Light
- Check that sound/lighting crew have turned their systems on
- Check that ASM/Crew have set up stage for top of scene
- Check that ASM/Crew/Actors have checked props and costumes for top of scene
- Check that ASM/Crew have swept the stage
- Check that ASM/Crew have turned on running lights backstage
- Have a crew member turn on and distribute headsets (Including to Mrs. M)
- Herd actors into theater

#### **During Each Tech Rehearsal:**

- Call all cues in the show
- Note blocking/line mistakes that affect technical aspects
- Take down all notes from director, choreographer, music director, etc
- Note any sound effects, props, or scene changes that were not done properly
- Give line or blocking cues as needed



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- Hold rehearsal if needed to get tech correct
- Update SM book as cues change
- Adjust warnings and standbys for cues as needed, as the timing becomes apparent
- Start timing each act and break

#### **After Each Tech Rehearsal:**

- Check that ASM/Crew have cleared off stage, ready for classes the next day
- Check that Crew have turned off sound, lighting, and headset systems. Make sure that all batteries are plugged in and charging
- Put SM box and binder back upstairs
- Check that ASM/Crew have turned off running lights
- 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
  - Email line/blocking notes that affect tech to Miss Dawson and the director - they'll pass them on to actors
  - Email crew notes to crew (and copy Miss Dawson)

#### **Things to Do Before Show Week Starts:**

- Complete prompt book
- Make sure Mrs. M's table is removed from the House
- Meet with the director, Miss Dawson, and the House Manager and discuss the following:
  - When/if latecomers can be seated
  - If crew are needed to help usher
  - If there are enough headsets for the House Manager, or if the SM/ASM will need to check in with them
  - Wheelchair accessibility
  - When House should open for each performance



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#### **Before Each Show:**

- Get SM book and box and set them at your place
- Check A/C
- Put away Ghost Light
- Check that sound/lighting crew have turned their systems on
- Ensure that the crew gets actors mic'd and that sound completes their mic checks in a timely manner
- Check that ASM/Crew have set up stage for top of scene
- Check that ASM/Crew/Actors have checked props and costumes for top of scene
- Check that ASM/Crew have swept the stage
- Check that ASM/Crew have turned on running lights backstage
- Have a crew member turn on and distribute headsets (Including to Mrs. M)
- Check that everything is cued up properly for top of show before the House is allowed to open
- Give or have crew give calls to actors and to House Manager
- Coordinate with director, Miss Dawson, and House Manager on holding and closing the House
- Note the times that House was opened and closed

#### **During Each Show:**

- Call all cues in the show
- Time each act and intermission
- Troubleshoot problems as they arise
- Note blocking/line mistakes that affect technical aspects
- Note any sound effects, props, or scene changes that were not done properly
- Give calls to actors, crew, and House Manager during intermission

#### **After Each Show:**

- Bask in the glow of your adoring fans outside
- Check that ASM/Crew have cleared off stage, ready for classes the next day



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- Check that Crew have turned off sound, lighting, and headset systems. Make sure that all batteries are plugged in and charging
- Put SM box and binder back upstairs
- Check that ASM/Crew have turned off running lights
- Put ghost light onstage and plug in
- Turn off theater lights
- Note any damage or problems that will need to be fixed before the next show and let Miss Dawson know about them
- **Email notes from the day ASAP** to Mrs. M, Ms. B, Miss Dawson, Mr. Femia, and their assistants
  - Email line/blocking notes that affect tech to Miss Dawson and the director - they'll pass them on to actors
  - Email crew notes to crew (and copy Miss Dawson)

#### **After The Run:**

- Bask in the glow of your adoring fans and a job well done
- Attend strike