Keizer Homegrown Theatre
STAGE MANAGER
JOB DESCRIPTION & DUTIES

The stage manager (SM) is an essential aspect of the success of each production and therefore carries a great degree of responsibility. The SM is responsible to the director and producer. <u>The stage manager is the first to arrive and the last to leave</u>. This is by no means a complete list of all the duties involved. It is expected that actors and other sin the production will assist as needed if available to do so.

PRE-PRODUCTION
1. Prepare working scripts for stage manager, director and crew heads.
2. Help with auditions.
3. Attend all production meetings.

REHEARSALS
1. Attend all rehearsals.
2. SM is the first line of communication for director, with cast & crew via virtual call board.
3. Ensure that the rehearsal space is clean and ready for rehearsal.
4. Maintain rehearsal props (clean glasses, dishes, etc.) and purchases rehearsal perishables.
5. Take line and blocking notes and prompt actors.
6. Ensure that the rehearsal space is tidied up after each rehearsal.
7. May be required to run rehearsal without the director.
8. Prepare rehearsal notes.
9. One month before opening, provide the producer with people to thank for the program.

DURING PERFORMANCES
1. Make sure the lights, sound, set and backstage area are ready for the performance.
2. Call "house open," "15 minutes," "5 minutes," and "places."
3. Call the end of intermission.
4. Depending on the needs of the production and size of the crew, the stage manager might be called upon to run lights or sound or serve as backstage crew.

POST PERFORMANCES
1. Arrange for repairs to props, costumes or set.
2. Check all the doors to the theater to make sure they are locked.
3. Make sure the building is cleared.
4. Check both outside doors to make sure that they are locked.
5. Turn off the lights and set the alarm before leaving the building.

POST-PRODUCTION
1. Assist director in coordinating tasks and personnel concerning strike.
2. Ensure that space is completely clean, organized and in between-production condition.
3. Participate in post mortem.
4. Keep and store the show binder.

THINGS TO GO IN STAGE MANAGER FOLDER
1. Keys
2. Lift information
3. Printing information
4. Cast and crew contact information
5. Rehearsal log example template
6. Prompt book blocking notes example template
7. Reimbursement forms
8. KHT policies
9. Script tech analysis form
10. Emergency medical information (1 per cast member)
11. Accident report
12. Emergency announcements
13. Crew call sign-up