THEATRE SIMPSON
Assistant Stage Manager Production Expectations

GENERAL EXPECTATIONS:

The Assistant Stage Manager provides practical assistance to the Stage Manager of a production. “Good” Stage Managers manifest “professional” attitudes: they assume responsibilities gracefully, they think ahead, they are organized and efficient, they are punctual and dependable, they “keep their cool” in times of adversity and they are considerate at all times. While the position of Stage manager involves heavy responsibility and little official recognition, the success of the production and the pleasantness of the process rests heavily (though not exclusively) on the shoulders of the Stage Manager.

This document is meant to highlight SOME of the responsibilities that are entailed with holding an Assistant Stage Manager position. This document does not, however, outline every necessary task. As a team you are responsible to fulfill all requirements outlined in the Theatre Simpson Stage Manager’s Handbook.

Pre-Rehearsal Duties

- Attend an informational meeting/training with Stage Manager and Production Assistant to discuss what their expectations of you are and what the division of labor will be.
- Obtain a copy of the script and develop a show notebook and/or binder to write in any line notes or any blocking notes, etc.
- Divide the book into sections for other information. The layout is a personal preference, but should include the following:
  - Contact Sheet
  - Script
  - Props list, including tracking lists (added later in the rehearsal process)
  - Anything else that you may find useful, or that the Stage Manager dictates

Rehearsal Duties

- Always arrive AT LEAST 20 minutes prior to the beginning of each rehearsal. This may change if the Stage Manager sees fit. Be sure the space is swept, and then help the Stage Manager or other Assistant Stage Manager set up any rehearsal furniture/props needed.
- Execute any tasks that have been designated by the Stage Manager or Director.
- Call actors who are late. Start calling 5 minutes before start time.
- Take line notes (See examples in SM Handbook) and e-mail them to the actors and director after rehearsal is over.
- Prompt actors when they call for line.
• Time scenes and acts as needed for the director
• Take out and put away props each night.
• Be flexible as duties may change depending on the show
• **Additional Duties that the Stage Manager may ask of you include:**
  - Tracking props and/or costumes
  - Filling out rehearsal reports
  - Calling breaks and start times
  - Recording blocking notes (Use a pencil)

Outside of Rehearsal Duties
• Attend all Production Meetings
• The Stage Manager may have you take notes during the meeting. It is important to take detailed notes during these meetings. See example in SM handbook

Tech Week and Production
• Assist the SM in preparing for tech week according to his/her directions.
• Assist in setting up the tech table
• Assist in setting up the props tables
• Assist the SM in maintaining a timely schedule. Warn actors and crews of 15, 10 and 5 minutes before tasks such as warm ups, props check, light check, etc.
• You will act as both a backstage manager and as part of the run crew during technical rehearsals as well as for the productions
• If the Stage Manager is unable to run the show, you must be prepared to do so in his/her place. Please see SM handbook and talk to your Stage Manager for possible duties.

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