Festival of Short Plays – Stage Management Team Division of Labor

The stage manager is integral to the success of any theatrical production. The duties and interactions of the Stage Management team for the Festival of Short Plays are articulated in the following document.

The manner in which a Stage Manager exercises these responsibilities is as important as doing so. “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 festival 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 and division of labor for the Festival of Short Plays Stage Management team. 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 Managers Handbook.

PRODUCTION STAGE MANAGER

- Meet with the Directors and Stage Managers of each show to discuss what the Director’s expectations are.
- Attend the SM training with the Production Assistant
- Maintain the Callboard for the Festival
- Set up your prompt book
  - You should have a copy of all scripts
    - Your script should have enough room that you can write in cues and any blocking notes you may need.
  - Your prompt book should also include the following:
    - Pre-Production Analysis for each show
    - Contact Sheet for all shows
    - Rehearsal Reports
    - Rehearsal Schedules and updates
    - Company Policies
    - Prop lists from every show
    - Technical Drawings
    - Minutes from Production Meetings
- Check out an SM box and building keys
- Obtain the combination to the SM locker from the Office Secretary
- Send out nightly rehearsal reports of all shows to Designers, Directors, Producer and Production Assistant.
- Coordinate/Facilitate Design and Production Meetings

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• Take notes at each Production Meeting and distribute them no later than noon the following day.
• Run Company Meeting for the Festival
• Create a Tech Schedule working in conjunction with the Producer.
• Have a cueing meeting with each Stage Manager and Director.
• Prior to Tech week you should set up a Paper Tech with the Lighting and Sound Designers
• Create a sign in sheet for tech week.
• Call the show (See examples online).

SHOW STAGE MANAGERS

• Meet with the Director of the show and the Production Stage Manager
  • Discuss what your specific responsibilities will be during the process
• Set up your prompt book.
  • You should obtain a Xeroxed copy of your show’s script and make sure that you have room to write blocking and cues in it.
  • You should also create and keep the following items in your prompt book:
    ♦ Pre-Production Analysis
    ♦ Contact Sheet
    ♦ Rehearsal Reports
    ♦ Rehearsal Schedules and updates
    ♦ Props list
• You should check out an SM box with the Production Assistant and store the box in the SM locker
• During rehearsals you are responsible for:
  ♦ Taking role as actors arrive
  ♦ Prompting actors
  ♦ Timing scenes and acts as needed
  ♦ Setting and striking rehearsal props every night
  ♦ Calling breaks and start times
  ♦ Developing and updating props lists
  ♦ Tracking props
  ♦ Filling out Rehearsal Reports and send them to the Production Stage Manager electronically the same night.
• You should arrive at rehearsal 20 minutes prior to the start time.
• If problems arise during rehearsal you should discuss the problem with the individual and the director.
• After rehearsals you are responsible for making sure that the space is clean, props and set pieces are put away, building lights are off, and doors are locked.
• Attend all Design and Production Meetings
  • Take notes on issues/discussion that pertain to your show
• It is important that you keep the Production Stage Manager updated on all changes and problems.