

RESIDENT STAGE MANAGER

(revised April 2018)

The Resident Stage Manager looks after the FPs stock of equipment and scenery, whether stored at the hall or off-site.

The Resident Stage Manager provides advice and support to the Stage Manager for each show

Responsibilities

General:

- Act as the primary point of contact with the Hall Committee, especially the Secretary.
- Ensure that the FPs comply with the appropriate Health & Safety, Fire and licensing regulations.
- Organise periodic PAT testing of FP equipment.
- Supervise the storage of FP flats and equipment to ensure good access to storage areas and to optimise use of space whilst controlling overall volume.

Before each play:

- Jointly with Production Manager and Stage Manager, coordinate the technical requirements of the play.
- Advise on equipment available in FP stock which can be used or adapted for the needs of each production.
- In conjunction with set designer and decorator, assemble existing and new flats and other scenery. Arrange temporary storage of scenery once decorated in lead up to Get-in.
- In conjunction with the Stage Manager, co-ordinate tasks for "Bolton Twill" day.
- Assist the Stage Manager to organise and rehearse a Stage crew for scene changes beyond capability of Props team.

Get-in:

- Assist Production Manager and Stage Manager to organise teams for provision of seating, set, sound and lighting.
- Organise the hall preparations including erection of seating rostra, removal of piano to store, safe storage of WI banner and stripping of stage curtains and drapes.
- Assist technical teams with expert advice as needed during get-in.
- Open roof vents over auditorium.
- At end of Get-in ensure safe storage of items not needed for the show. Ensure wings, passageways and gangways are kept clear of extraneous items.

During play:

- Ensure that all technical aspects of production (including seating) meet the safety requirements of the Hall Committee and of the various Inspectors from the District Council, Fire Brigade & any other licensing body.
- Ensure that the Jessie Sparkes Room store is accessible in case items are needed urgently during performances.
- Check and replace light bulbs/tubes if any fail during the run (in conjunction with Hall Secretary).

After play at get-out:

- Restore piano to hall and replace WI banner on Auditorium wall. Close roof vents.
- Ensure that other users can access storage areas once seating rostra and flats have been stored.
- Ensure that all damage inflicted by FPs to Hall is made good.