

STAGE MANAGER

(Revised April 2021)

During productions the Stage Manager has overall responsibility for all technical matters in the hall. He/she is responsible, in conjunction with the Front of House Manager, for ensuring the safety of cast, crew and audience.

The Stage Manager organises the stage team and runs the show in performance. Where a Production Manager has been appointed in addition to a Stage Manager, there should be a seamless handover of responsibilities as the show moves from rehearsal to performance.

Responsibilities:

- Attend sufficient rehearsals to ensure a clear understanding of scene changes, props requirements, technical cues, actor entrances and any other details needed to ensure smooth running in performance.
- In conjunction with the Resident Stage Manager, co-ordinate the tasks for Bolton Twill day.
- In conjunction with the Resident Stage Manager, co-ordinate the get-in, scheduling set construction, lighting and sound, props and furniture deliveries etc. to ensure the minimum of mutual interference.
- Run the technical rehearsal, ensuring that the whole technical team understand their cues, and resolving any practical difficulties encountered by the cast in using the set and/or props.
- Prepare the technical aspects of the show before each dress rehearsal or performance.
- Be responsible for hall security and for locking up after each performance.
- Run the dress rehearsals and performances, co-coordinating production team activities, and ensuring the cast are ready and in position.
- Keep a close track of time in performance, endeavouring to go up on time and keeping the interval to a maximum of 20 minutes.
- In conjunction with the Resident Stage Manager, co-ordinate the get-out and ensure that all borrowed or hired equipment, costumes, furniture and props are returned in good order.
- Pre-performance and post-performance check lists are overleaf.

Stage Manager's Check List – Pre-performance:

- Unlock hall, including kitchen outside door.
- Remove padlock & chain from auditorium doors.
- (Place bollards outside emergency exit.)
- If necessary for ventilation, unlock hall windows.
- Where heaters are in use, ensure sufficient money is inserted in meters.
- Switch on hot water heater in kitchen (meter for this is in kitchen behind entrance door).
- Place ashtrays outside front for public & outside kitchen for cast.
- Switch on Emergency Escape lights in Auditorium (switch in passage beside SM position).
- Ensure that there are toilet rolls for all cubicles, soap for wash bowls, dish-washing liquid in the kitchen and liners for waste bins. Refill paper towel dispensers.
- Empty waste bins in kitchen and toilets daily.
- Switch on and check CCTV system and intercom to lighting/sound desk.
- Test interval bell.
- Check arrivals of cast, make-up, bar, lighting, sound, front of house.
- Hoover stage and set props etc. for Act 1.
- Give calls at 30 mins, 15 mins, 5 mins.
- Check with front of house for latecomers.
- Check bar & toilets empty.
- Turn on-stage working lights off (switch in passage beside SM position).
- Turn off lights in passage (outside toilets and bar).
- Call beginners and start the show.

Stage Manager's Check List – Post Performance:

- (Bring in bollards.)
- Close auditorium doors and secure with chain & padlock.
- Check seating area for rubbish and lost property.
- Bring in ashtrays.
- Ensure all heaters in auditorium, kitchen and Jessie Sparkes room are turned off.
- Switch off hot water heater.
- Close and lock any windows that have been opened.
- Lock kitchen outside door.
- Check stocks of refreshments, milk etc.
- Take home dirty tea towels
- Ensure lighting dimmer packs have been switched off at wall sockets (all lights should be dimmed before switching off dimmers).
- Switch off CCTV system and TVs in kitchen & bar.
- Switch off Emergency Escape lights in Auditorium.
- Ensure all internal and external lights are turned-off.
- Lock main door.