



## JOB DESCRIPTION

**STAGE MANAGER** – Responsible for the operation of rehearsals and the run of the show; in charge of backstage during run of show

Key duties include:

- Works with director to define role and responsibilities
- Attends all rehearsals
- Spikes set pieces and furniture on the stage
- Creates prompt book with all blocking, stage directions, light and sound cues
- Provides line prompts for actors during rehearsals
- Directs all backstage operations during the run of the show, including props and costumes preparations and scene changes
- Supervises all stage crew members
- Prepares set and stage for each performance, including:
  - Ensures stage is clean; sweeps stage floor before every performance
  - Checks all set pieces to be sure they are in place and secure
  - Makes sure all cast and crew members are present
  - Calls half-hour, 10 minutes, 5 minutes and places for cast and crew
  - Ensures cast members are in place for each entrance
  - Works with house manager to call start of show and following acts
- After show, secure stage for next performance
- Handle any problems or issues that arise during the run of the show
- Responsible for opening and closing the theatre