

STRUCTURE OF PLAYS IN PERFORMANCE / STAGE MANAGEMENT

All Stage Management (including Run Crew):

- Report to Gordon Rice and Nigel Maister
- Work closely with Production Director
- Part of Plays in Performance (ENG 290/291)
- Must attend all preparatory sessions & follow-up sessions
- Meets once a week with the Production Manager, and once a week as a group outside of rehearsal time
- Responsible for handing in production materials post production

i. Production Stage Managers:

- Pre-production responsibilities: prepare theatre for, run and schedule auditions and callbacks (including preparation and printing of audition forms in consultation with Director); liaise with Director regarding any special needs
- must attend every rehearsal
- must attend read through & every run through, dress rehearsal and performance
- must attend all tech rehearsals
- must attend every Wednesday production meeting
- have all regular stage management duties *plus*:
 - a. responsibility for sending out, and posting of calls; compilation and maintenance of daily rehearsal reports
 - b. calls show and is in charge of all backstage crews
- post-production: overall responsibility for submission of Stage Manager materials (call book, blocking book, and admin book)
- Strike responsibilities: return stage manager kit with detailed inventory; compile detailed First Aid kit inventory, clean up and secure Stage Management office and computer;

ii. 4 Assistant Stage Managers:

- report to PSMs
- Pre-production responsibilities: assist PSMs in preparing theatre for, and running auditions
- must attend a minimum of 2 rehearsal slots/week as scheduled by the PSMs
- primary rehearsal responsibility is to understand and compile (in liaison with PSM's) the rehearsal report. Additionally, on-duty ASM's are responsible for the accurate communication of rehearsal report details to the relevant ASM's who may not be on-duty, Designers, Staff Members and/or Coordinators. ASM's assist in their area of specialization, and follow up all items marked for immediate attention in the rehearsal report
- must attend read through & every run through, dress rehearsal and performance
- must attend all tech rehearsals
- have all regular stage management duties *plus* one ASM is:
 - a. assigned to liaise with lighting & runs show light board
 - b. assigned to liaise with sound & runs show sound board
 - c. assigned to liaise with and/or assist costumes/Wardrobe Supervisor and Costume Intern; helps organize costumes prior to performance and works backstage during show
 - d. assigned to liaise with Props Mistress; organizes props and run crew, and works backstage during performances

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e. is designated as First Aid ASM. For details of these responsibilities, please read the Todd Emergency Handbook.

Assistant Stage Managers (cont.)

- post-production: work with PSMs to create final Stage Manager materials (call book, blocking book, admin book and prompt book)
- Strike responsibilities: clean booth and store any prop tables, etc. used backstage; return and restock all props; clean props areas; may be asked to assist in returning externally borrowed/loaned props and costumes to points of origin

iii. Run Crew:

- report to PSMs
- must attend read through & every run through, dress rehearsal and performance
- must attend 1 rehearsal/week and all tech rehearsals
- performance responsibilities include: setting props (with ASMs and Props Supervisor); sweeping and cleaning stage (with ASMs); create and prepare any comestibles used in performance; general run crew responsibilities including helping with costume changes as necessary
- post-production: work with PSMs to create final Stage Manager materials (call book, blocking book, admin book and prompt book)
- Strike responsibilities: return and restock all props; clean props areas; clean and secure coffee/tea makers and mugs; assist with green room clean-up; may be asked to assist in returning externally borrowed/loaned props and costumes to points of origin

Post-Production Materials for submission:

1. Blocking Book:

- updated, legible, and complete

2. Call Book:

- updated, legible, and complete

3. Admin Book:

- updated and complete
- includes:
 - a. contact sheets
 - b. copies of rehearsal reports
 - c. prop list
 - d. prop run sheets
 - e. costume run sheets
 - f. other production related information

Grading:

1. Based on all above responsibilities, and quality and completeness of submitted post-production materials.
2. Grade evaluated by Gordon Rice, Kellen McNally, Nigel Maister, Nadine Taylor and Production Director. ASM grades also include evaluation by PSM.