

UR International Theatre Program

STAGE MANAGEMENT

Stage Management

- Report to Production Manager and Artistic Director
- Work closely with Production Director, as well as all other full- and part time, and student staff of the Theatre Program
- Part of Stage Management (ENG 296/297)
- Must attend all preparatory sessions & follow-up sessions
- 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 (or more) 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. ASM's assist in their area of specialization.
 - 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
 - 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)

UR International Theatre Program

-- 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 Production Manager, Artistic Director, relevant URITP staff/department heads and Production Director. ASM grades also include evaluation by PSM.