Stage Manager
• The Stage Manager handles all production needs and is responsible for the safe supervision of cast and crew members.

Assistant Stage Manager
• The Assistant Stage Manager facilitates the work of the Stage Manager.

Responsibilities
• Post audition and casting notices
• Assist in auditions as requested
• Develop and distribute contact lists for cast, crew and artistic staff
• Confirm the scheduling of all meetings; distribute meeting reminders
• Record and distribute all meeting notes
• Distribute rehearsal and technical rehearsal schedules
• Generate and distribute rehearsal reports
• Create a prompt book of all audition notices, casting, blocking notation, contact lists, actor and crew calls, schedules, management expenditures and transactions, production/crew/facility problems, and process notes
• Maintain a Stage Manager’s Kit
• Tape out the groundplan(s) and set up rehearsal furniture
• Keep the rehearsal space clean and safe
• Neutralize and secure the rehearsal space after rehearsal; return it to its original state
• Secure rehearsal props and costumes after each rehearsal
• Coordinate rehearsal costumes with the Costume Shop Supervisor
• Coordinate fittings with the Costume Shop Supervisor
• Coordinate rehearsal props with the Props Master
• Coordinate rehearsal sound and lights with designers as necessary
• Record blocking and “ride book;” take line notes as requested
• Conduct rehearsals in the Director/Assistant Director’s absence
• Schedule and conduct paper tech
• Oversee sound and light board operation during dress rehearsals and performances
• “Call” cues during rehearsals and performances
• Generate and distribute performance reports
• After each performance, secure costumes, props and theatre facility spaces
• Report all accidents to the Technical Director and Department Chairperson

Participation
• Initial Meeting with the Director
• Auditions
• All Design and Production Meetings
• All rehearsals including tech, dress, and brush-up rehearsals
• Paper Tech
• All performances
• “Brush-up” rehearsals as requested
• Strike