Stage Manager Job Description

1. is the senior member of the stage management team – responsible for the smooth running of the show through rehearsal and performance

2. works closely with the creative team

3. marks out and prepares the rehearsal room

4. attends the read through/meet and greet/model box showing

5. attends as many rehearsals as possible, especially run throughs

6. attends production meetings

7. liaises with marketing regarding any press and publicity requiring the company or the stage

8. is in charge of the props and furniture budget

9. organises scene changes with stage crew

10. works on the fit –up/get in and get out

11. runs the technical rehearsals

12. is in charge backstage at all times

13. contacts the local fire officer if necessary to discuss the use of fire, pyrotechnics etc in the show.

14. ensures all sets, props and furniture have been sourced and fireproofed

15. is a liaison point between members of the production team and cast

16. is on the book in rehearsals and is familiar with the blocking of the show

17. knows the show inside out and has an excellent working relationship with the cast

18. organise backstage calls for each performance

19. does front of house calls, following the procedure dictated by the venue

20. produces a show report after each performance and distributes