



## **JOB DESCRIPTION – STAGE MANAGER**

**Responsible to:** The Director

**In consultation with the Production Manager and Director, responsible for:**

- Assigning departmental budget responsibilities.

**In consultation with the Director, responsible for:**

- Appointing Assistant Stage Manager/s (ASM) and backstage crew.
- Ensuring assigned departments keep within budget.

**Duties:**

- Confirm Heads of Departments (HoD's) and compile list of contact details.
- Ensure HoD's have production copybook for use during rehearsals and performance.
- Providing support to the Director in compilation and publication of rehearsal schedule.
- Co-ordinating all aspects of technical staging of the production to meet target dates and timing deadlines.
- Ensuring Health and Safety rules are adhered to, including availability of First Aid box.
- Holding regular production meetings, as agreed with the Production Manager/Director to:
  - a. Address any problems.
  - b. Review and confirm the production schedule is 'on target'.
  - c. Communicate information regarding production progress.
- Set stage for rehearsals.

**PRIOR TO PRODUCTION**

- Arrange transport for set, costumes and properties.
- Agree times for erecting the set.
- Co-ordinate activities with other HoD's.
- Agree Victoria Hall access and lockup schedule with Victoria Hall management.

**MOVING IN**

- Responsible to the Committee for ensuring that Health and Safety rules are adhered to at all times.
- Co-ordinate transport requirements and transfer of equipment from Clubhouse and Sooty's workshop to Victoria Hall.
- Responsible for quality of on-stage set construction.



## **JOB DESCRIPTION – STAGE MANAGER**

### **DURING PRODUCTION**

Responsible for:

- Conduct, scheduling and technical management of overall production.
- Take responsibility for show from Trial Performance.
- Setting attendance schedule for all technical staff.
- Inform cast of attendance schedule.
- Provision of SM contact info for cast and crew in event of difficulties attending the performance.
- Supervise and/or confirm satisfactory technical checks completed on all equipment prior to each performance.
- Ensure public address system and operator available.
- Ensure correct patron information and emergency announcements are available.
- Manage performance schedule in liaison with the Front of House (FOH) Manager.
- Identify when there may be restrictions to the usage of certain rooms during HAG productions, through liaison with the Victoria Hall management.
- Responsible for ensuring all cast and crew are aware of the Victoria Hall availability times for the given production.
- Responsible for ensuring Victoria Hall vacated within scheduled booking times.
- Ensure all public areas are left clean and tidy after each performance, in liaison with FOH Manager.
- Where possible, identify one member of the Crew to do First Aid duties.
- Confirm Victoria Hall management satisfied with condition of hired area.

### **MOVING OUT**

- Arrange transport.
- Arrange for team to dismantle set.
- Ensure hall is handed back to hall management in good order, at end of production.
- Confirm Victoria Hall management satisfied with condition of Hall.