

Black Hills Community Theatre

Assistant Stage Manager Responsibilities

Before rehearsals begin:

- Meet with director & stage manager to discuss responsibilities and scheduling needs
- Attend auditions and assist stage manager as requested
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During the rehearsal period:

- Attend rehearsals as requested
 - o Watch backstage traffic patterns for possible issues
 - o Begin to determine best placement to preset costumes and props
 - o Be aware of any quick changes and plan space for them
 - o Assist stage manager by being on book for actors
- Attend production meetings as requested
 - o Make notes of any backstage requirements

During Tech Week:

- Be the stage manager's eyes backstage
 - o Stay on com with the SM throughout
 - o Execute notes from SM to resolve onstage issues
 - o Coordinate backstage traffic patterns with actors as needed
 - o Assist with quick changes and/or set changes as needed
 - o Ensure set pieces, props and costumes are preset correctly

During the show run:

- Be the stage manager's eyes backstage
 - o Stay on com with the SM throughout
 - o Execute notes from SM to resolve onstage issues
 - o Manage backstage issues as they arise
 - o Assist with quick changes as needed
 - o Ensure set pieces, props and costumes are preset correctly
- Relay calls from SM as needed
- As assigned by the stage manager, before each show –
 - o Sweep and mop stage
 - o Check all running lights and prop tables
- Attend brush up rehearsals as needed