

**Black Hills Community Theatre**  
**Stage Manager Responsibilities**

**Before rehearsals begin:**

- Meet with director to discuss and schedule rehearsals, and prepare for first day
- Attend auditions and help run the room
- Once cast, contact entire cast and company with information about rehearsal and production schedule
  - o Rehearsal schedule must be shared with BHCT staff to reserve rehearsal space
- Acquire designs from scenic and prepare rehearsal space
  - o Tape out floor
  - o Acquire/arrange for rehearsal furniture and props
- Prepare a Prompt Script and a Production book
- Communicate production meeting schedule to all designers, and BHCT Artistic Director
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**During the rehearsal period:**

- Gather emergency contact forms and media releases for the full company
  - o Media releases should be returned to the BHCT Operations Manager
  - o Copies should be made of emergency contact forms so that all stage managers and directors have them
- Share your contact info with cast and be the point of contact for late arrivals or absences
- Attend all rehearsals
  - o Unless otherwise arranged with other production staff, the stage manager is the first in and the last out – responsible for unlocking and locking all doors, turning out lights, etc.
  - o Keep rehearsals running on time, coordinate breaks and other needs (fittings, etc)
  - o Communicate director's notes and concerns to designers and theater staff via a weekly or daily rehearsal report
  - o Record detailed blocking and performance notes
  - o Begin preparing shift plots, if needed, and track which crew/actors will be needed for scene shifts
  - o Be on book for actors memorizing lines and take and share line notes
- Attend all production meetings
  - o Run the production meeting, being sure each department gets time to speak
  - o Confirm that all members of the production team are operating with the same information
  - o Provide reminders of any upcoming deadlines
  - o Schedule a time with light and/or sound designers to do a paper tech

- Establish what time calls will be for shows, taking into consideration fight, dance or vocal calls.
- Communicate any rehearsal schedule changes to the entire company, including the BHCT Artistic Director
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#### **During Tech Week:**

- Take over the reins from the director
  - o Call holds and go's as needed for cue to cue
  - o Provide calls to actors & crew as you would in performance
  - o Call technical cues and/or run the board
  - o Coordinate the work of stage crew with technical director
- Become familiar with the basic operations of the space, including work and stage lights, curtains, sound and intercom systems.
- Give logistic and reminder notes to cast and crew to ensure the show runs smoothly and as directed

#### **During the show run:**

- In charge of entire performance – first in, last out
- Call all cues for each performance
- Post and check sign in sheet, contact company members who are late
- Serve as main communication to front of house
- Give calls to actors before show and at intermission
- Maintain the integrity of the show as the director left it on opening night
- Either the SM or their crew should, before each show –
  - o Sweep and mop stage
  - o Check all running lights and prop tables
  - o Communicate any notes to actors
- Attend and run brush up rehearsals as needed