



STATE COLLEGE COMMUNITY THEATRE
JOB DESCRIPTIONS

POSITION: PRODUCTION STAFF -- STAGE MANAGER

REPORTS TO: DIRECTOR, MUSIC DIRECTOR, CHOREOGRAPHER (UNTIL TECH WEEK) & PRODUCTION ASSISTANT(S)

Essential Function:

To provide stage management, general organization, coordination and structure for a theatrical production

Position Responsibilities:

- Provide stage management for a theatrical production
- Maintain contact list for all cast and crew
- Contact cast and production staff as requested by Director, Music Director, or Choreographer. Assure that all members of the production have received scripts, instructions, contact information, etc. prior to first rehearsal or read-through
- Determine production requirements for set and props in consultation with Director
- Develop rehearsal schedule with Director, Music Director, and Choreographer and ensure receipt of schedule by cast/staff. Schedule must comply with SCCT rules regarding rehearsals. The Production Assistants must approve any exceptions.
- Involved in all internal communication within cast and/or production staff
- Obtain furniture and props for use during rehearsal
- Attend all rehearsals and submit daily rehearsal report to production staff by noon of next day; transmit daily call to cast for each rehearsal/performance day
- Provide access to rehearsal space for cast and staff 1/2-hour prior to start time
- Assure that rehearsal space is set up and that rehearsal props are available
- Assist Director/Music Director with conduct and flow of rehearsals. Monitor attendance and tardiness. At end of rehearsal, coordinate daily cleanup of rehearsal space, secure the premises, and remain on site to assure that all cast members have safely left the premises and acquired transportation
- Develop and maintain a production book, including all stage directions, set changes, and prop requirements
- In consultation with Director, call and attend production meetings
- Run show during Tech Week and Shows
- Attend all technical and dress rehearsals, including lighting cue-to-cue rehearsal
- Coordinate light cues with Lighting Designer and Director. Assure that run crew is trained to handle all stage and costume changes

- Provide access to performance space 1/2-hour prior to actor' and crew calls. Check set, props, lights and other equipment to assure proper operation
- Assure that all cast and crew are present
- Start performance at top-of-show and following intermission with conjunction of House Manager
- Call technical rehearsals, dress rehearsals, and performance, including all light and sound cues. Assure that set pieces and props are appropriately stored at the end of the performance. Remain on site after securing performance space to assure that all production members have acquired transportation.

Qualifications:

Experience

Preferred: Previous stage management experience

Supervisory Responsibilities:

- Production Staff (other than Director/Music Director/Choreographer)
- Cast

Language Skills:

Ability to effectively communicate with cast, production staff, production assistants, Board of Directors, and general public in timely, efficient and respectful manner.

Other Skills/Abilities:

- Effective communication skills
- Ability to work in a team-oriented, community theatre environment composed of volunteers and professionals of varying ages and levels of talent.
- High standards of integrity
- Good organizational skills
- Effective computer skills
- Skill in caring for detail and accuracy
- Must have Act 33 (Pennsylvania Child Abuse History) and Act 34 (Pennsylvania State Police Request for Criminal Check) clearances
- The Stage Manager is expected to enforce and follow the rules and regulations established by the Board of Directors as well as to promote the educational mission of SCCT

Evaluation:

Performance of this job will be evaluated by the co-producers and Board of Directors after each production. The Board of Directors reserves the right to survey cast and production staff members for feedback following a production.

AGREED TO AND ACCEPTED this _____ day of _____, 20__

Participant's Signature: _____

Signature of Parent/Guardian: _____

Print Name of Participant: _____

Telephone Number: _____