

STAGE MANAGER RESPONSIBILITIES

Assist Producer in Appointing backstage team -

Assistant Stage Manager

Set building team

All backstage crew

Properties Manager

Prompt

Lighting

Sound

Costumes

Attend planning meeting with Director, Producer and set builders

Meet regularly with Director/Producer and back stage team to assess progress. In conjunction with the Producer, ensure set building is on schedule.

Attend rehearsals as much as possible and encourage all backstage and technical crew to do the same

Together with Producer agree dates for technical/dress rehearsals with Director and actors

Run Technical Rehearsals with Producer/Director

Take over the day to day running of the show on stage throughout run, including managing all back stage crew.

Responsibility for Health and Safety backstage and on stage.

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