



Heckington Players

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, however this will depend on the type of show. For example a pantomime may require more backstage work than a standard show.

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.

Needs to work with the front of house manager and team to coordinate the show.

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