

## **STAGE MANAGER**

### **Roles & Responsibilities**

- Meet with Production Coordinator once show is agreed and review all aspects of the show.
- Liaise with Production Coordinator, particularly regarding budgets and get approval on expenditure as required through the committee.
- Attend Production Meetings as required.
- Liaise with Director regarding the set design and plan regarding scene changes and plan. Production Coordinator will book the set, but thereafter liaise directly with set provider.
- Print off and issue set plans for crew.
- Get Props list, LX ques and sound ques from Director, distribute to Technicians and manage during rehearsal period.
- Attend some rehearsals as and when required.
- Liaise with the Civic Theatre Tech team. Book Lighting Designer for rehearsals to liaise with Director, providing them with a script, plan and all ques.
- Liaise with Director and Treasurer if any special effects are needed, and investigate options.
- Book vans for show week.
- Source and collate props with Props Manager and Props Team, reporting costs to Production Coordinator.
- Book crew including Deputy Stage Manager, props, limes, flyman, call boy etc.
- Liaise with the Safeguarding Officer about any minors in the show or vulnerable people covered by the CAODS Safeguarding Policy, and housing them backstage.
- Ensure all crew have read the CAODS Code of Conduct Policy and CAODS Safeguarding Policy, ensuring crew have signed agreement form – to be returned to Safeguarding Officer.
- Check that all cast have arrived at the Theatre for each performance, and sort problems with the Production Team if any cast are not available for issues involving the set.
- Manage the Get-In and Get-Out of the Theatre.
- Manager Health and Safety aspects of the set, Get-In and Get-Out, for the safety of cast and crew.
- Liaise with Wardrobe and the Theatre about costume return procedure.
- Return all props and costumes to the HQ after Get-Out.

**January 2020**