

## STAGE MANAGER'S DUTIES Appendix C

1. Read the play to be produced or obtain from the Director, in the case of an unscripted show, an idea of the shape of the projected production.
2. After liaison with the Director, appoint Scenarist, Lighting Director and Properties Assistant, and Sound Director, also other stage assistants as may be necessary and advise Production Secretary of choice.
3. Attend initial meeting with other members of the production team and any rehearsal if and when required.
4. Obtain keys of storage rooms from the Production Secretary.
5. If not available, prepare plan of stage.
6. Ascertain Director's views as to set/s, decor, lighting plot etc. and whether he requires a model of the set/s and, if so, prepare same.
7. Confer with Lighting Director re lighting plot and any requirements as to special effects and clear Special effects with the theatre.
8. Check stage facilities In Liaison with Production Secretary.
9. Check re fire precautions and note facilities. Obtain Clearance for any special effects. Confirm relevant fireproofing of flats and drapes
10. Propose date plan for setting up, painting and striking of set. This will be done at initial meeting.
11. Arrange a team of helpers for transport and setting up of set and arrange transport of set .(N.B. It is the agreed policy of the Society that work should not be done solo, in case of accident).
12. Ensure that, the first-aid kit is available on all occasions -- setting up, rehearsals in the hall, performances, striking of set, etc.
13. Arrange for furniture, fixtures, fittings and any materials, e.g. paints, wallpaper, curtains, to be obtained.
14. Ensure adequate facilities are available in changing room/green room, with good artificial lighting for the make-up table.
15. Arrange call-system back-stage (either by relay of stage action or by call boy/girl).
16. Arrange contact with front-of-house.
17. Confirm with all members of back stage crew, performers and Front of house that they are aware of all Fire exits and precautions.
18. After dress rehearsal Stage Manager is responsible for the running of everything behind stage - including cast.
19. Arrange a team of helpers for transport and striking of set.
20. Ensure stripping of flats, de-nailing of timber, etc.

21. Ensure replacement of equipment in storage rooms in a neat and tidy manner, to the Equipment Manager's satisfaction.
22. Return keys of storage rooms to Production Secretary.
23. At the end of production submit a report and details of expenditure to the Production Secretary.