

Live Arts PRODUCTION STAGE MANAGER role description

The document you're reading is a brief description of the role of **Production Stage Manager** (PSM) on a Live Arts show. If you are familiar with the concepts of stage managing a show but have never worked here before (or just need a brush-up), the following should give you a good idea of your role and responsibilities with a Live Arts production.

Ask for help! The Live Arts staff and your fellow company members are here to support you. Feel free to contact Volunteer Coordinator Kathleel Mueller (kathleel@livearts.org), Production Manager Liz Howard (liz@livearts.org), or Artistic Director Susan E. Evans (susan@livearts.org) for more information.

Goals of the Production Stage Manager

- **Safety.** Always first on the list because your cast will trust that you have swept, mopped, and ensured that their acting space is not going to hurt them. To this end, make sure you do regular checks of the rehearsal spaces and performance spaces before your cast arrives, and notify the director when there is a problem that needs to be addressed.
- **Coordination.** As the Stage Manager, you will be working primarily with your Director and with the Live Arts staff. Communication, grace under pressure, and the ability to herd cats are all great assets – as is, of course, a good sense of humor!
- **Communication.** A Stage Manager is the real communication hub of the production. Nothing happens without them knowing about it and delegating responsibility to the appropriate production staff member. They are also the “first person on site and last one to leave.”
- **Steady performances.** You will be “running the show” once your production goes into performances. This means you will be coordinating with the house managers, board technicians, staff, and performers to ensure a smooth, on-time show. You or one of your stage management team will be watching the show from the house to make sure all goes well.

Responsibilities of the Production Stage Manager included on the following page.

Responsibilities of the Production Stage Manager

This probably looks like a huge list. Please don't be intimidated! We want to give you as much information as possible to make your job easier and give you a reference when questions arise.

- Attend weekly production meetings
- Write and send out daily rehearsal reports, weekly production reports, and performance reports
- Collect and update contact sheet information for the cast and production team
- When working with minors, you'll be responsible for checking them in and out at rehearsals and performances and for collecting permission forms and working with minors forms.
- Coordination of rehearsal props
- Maintain sign-in sheets for rehearsal.
- Collaborate with the director to help create the highest quality production possible.

DESIGN MEETINGS

- Take detailed notes of the discussions at design and production meetings, and distribute them by email to everyone on the design team

AUDITION PREP

- Coordinate the audition process, location, and materials with the director and Live Arts staff.
- Create a list of new auditioners to Live Arts for the first time, along with contact information
- Load audition photos onto the Google Drive as soon after auditions as possible

REHEARSAL PREP

- Ensure on-site rehearsal space is reserved through Liz Howard at liz@livearts.org. Cancel any reserved space your production will not be using, please!
- Unlock rehearsal space 15 minutes before call time. Coordinate with staff to get keys/access to spaces.
- Tape out a set floor plan in the rehearsal room. You can coordinate with your Set Designer to get measurements.
- Make sure rehearsal props are available to actors.

DURING REHEARSALS

- Communicate call times to the cast and production team.
- Create a sign-in sheet for the cast.
- Ensure the rehearsal space is "actor friendly" – free of nails, screws, loose platforms, and any other safety issues.

- Give any necessary announcements, info, or instructions.
- Help coordinate costume fittings with the costume designer, director, and cast.
- Record blocking and any script changes (at the discretion of your director)
- Serve as a prompter for actors once they're no longer holding their scripts
- Record show run times
- Keep your director informed of the time and call break times for the cast and crew.

END OF REHEARSALS

- Assist the director with notes, announcements, and questions.
- Remind the cast of any changes to the schedule, or of upcoming events (like fittings). Update the google production calendar as needed.
- Check in with the Director about any concerns, plans, etc.
- Ensure space is clean, props secure, lights off, temperature adjusted, and doors locked.
- Prepare your rehearsal report and email it to your production team.

AT TECH/DRESS REHEARSALS & PERFORMANCES

- Create and coordinate a schedule for tech week
- Check attendance of all cast, crew. Call anyone who's missing!
- Give call times to warm-ups, places, and the start of the show.
- Coordinate the start of the show with house management, lights, sound, and cast.
- Supervise clean-up after show and write any necessary performance notes.

STRIKE

- Ensure that the strike list provided by Technical Director, Jeremy Pape is distributed to the cast and that everyone knows his and her duties after getting out of costume.
- Help ensure the safety of your cast throughout Strike. Work closely with the Tech Director to ensure you are helping them lead a smooth process.
- Return all keys to the Production Manager and Volunteer Coordinator please.