**STAGE MANAGER JOB DESCRIPTION**

After the Director, the Stage Manager is the most important person in the day-to-day process of creating a show. During performances, the Director steps back and the Stage Manager takes over, getting the cast and crew into place, starting things up, “calling the show” (reading out all of the light/sound/set change cues from a prepared script while watching the action on stage), etc. At MHS, Stage Managers start by serving as Assistant Stage Managers the year before. By assisting and learning from their predecessor, they are prepared for the job when it is theirs.

**Qualifications for Stage Management**

* + **Strong people/communications skills**: the ability to lead firmly without being unkind
  + **Strong multitasking/organizational skills**: juggle cast/crew conflicts, life, etc.
  + **The ability to attend almost all rehearsals:** the SM or ASM needs to be there every day in order to understand what needs to happen in terms of actors, sets, lights, etc. during the actual performance by becoming deeply familiar with the script and the director’s vision.
  + **The ability to attend all tech days:** (usually Saturdays from 10-2)

**Time Commitment**

Stage Managing is clearly a large time commitment, so only those who are willing to dedicate a few months of their lives to a show should consider applying to be one. Of course, we recognize that everyone is human and will have conflicts come up, but the SM and ASM should only have a few conflicts each throughout the course of the show, and definitely not any recurring conflicts that prevent regular attendance. This includes clearing all conflicts for tech week, and being willing to leave the school very late at night during that week if need be. Additionally, Stage Managers will usually spend a significant amount of time responding to emails and scheduling outside of rehearsal time. That being said, Stage Managers have traditionally shown a passion for theatre that motivates them to create the absolute best show possible and therefore to meet all of these requirements enthusiastically. We become Stage Managers because we are passionate about performance, dedication and problem solving, and excited about the opportunity to learn more about how a show comes together — even if that involves lots of extra hours.

**Duties:**

A detailed manual is available for those seriously considering applying, but basic duties include:

* Preparing audition materials, collecting membership forms
* Keeping attendance at rehearsals and helping track requirements for show credit
* Keeping track of blocking, technical notations, etc.
* Maintaining accurate conflict details, standing in as needed
* Provide blocking/notes to actors who have missed rehearsal
* Organize and communicate regarding cast parties, thank you gifts, etc.
* During the actual show, the Stage Manager will be in the booth calling the show. Traditionally, the Assistant Stage Manager might be a backstage head (on headset either Stage Left or Stage Right and managing set changes when the Stage Manager calls them to do so over comm), a spot op, or general shadow in the Booth.