

STAGE MANAGEMENT PRODUCTION TEAM ROLE BREAKDOWN

We'll be looking for several **ASSISTANT OR DEPUTY STAGE MANAGERS** to be involved in supporting rehearsals and the production process. These roles will be of real value, working with our professional Stage Manager, so we're keen to find candidates who are patient, committed and have an interest in learning more about what goes on backstage.

PRODUCTION ASSISTANT We'll also be looking for a Production Assistant to help support the smooth running of the entire production, from communicating information to the cast and crew, liaising with individuals from different departments, as well as being involved in other production elements such as marketing. This individual will work closely with the Producer, and the role would suit someone who has an interest in arts administration and has strong organisational skills.

RELEVANT DUTIES

Deputy Stage Manager (DSM)

Rehearsals

- Arrive 15 minutes before the cast are called
- Assist with setting up the rehearsal room
- If Prod A is not in- Call cast together to start rehearsal (fetch from green room etc)
- Make a prompt copy
- Make blocking/choreography notes in the prompt copy
- Prompt as needed
- Take notes to pass on to relevant depts.
- Setting List - Make note in the prompt copy of where the props and furniture come on from and where they go off
- Assist with packing away rehearsal room

Technical Rehearsal

- Put lighting cues into the prompt copy with the Lighting designer
- Put sound cues into the prompt copy with the designer
- Put Backstage Calls and FOH calls into the prompt copy
- Call the cues during the rehearsals

Show

- Do FOH and BOH calls during the half
- Cue the show
- Time the show and make note on the show report

Assistant Stage Manager (ASM)

Rehearsal Period

- Stage Management team to arrive 15 minutes before call time to set up
- Set up rehearsal room:
- Sit in rehearsal and learn running of show
- With SM make and keep an accurate props list
- With SM have a think about what props need to be sourced and how to source them
- With SM Find any props or furniture required
- Set up props and furniture required for the scenes being rehearsed
- Make a cue list- Tasks that SM/ASM need to do during the show
- Make a setting list- Where are props set before they are used

- Health and Safety- can you foresee any physical dangers/problems or accidents waiting to happen?
How can we reduce the risk or prepare in case an incident is likely (spillages etc)
- Pack away rehearsal props and furniture- May finish 15 mins later than scheduled rehearsal time

During Production week

- Set up The Drum ready for production rehearsal
- Sweep and mop as necessary
- Set props tables and wings ready for the correct scene
- Ensure throughout Production week that setting and cue sheets are up to date (in case of bus incident)

During the show

- Do props/furniture/ stage reset with SM
- Be alert for Health and Safety issues
- Perform cues
- Assist cast

After the Performance

Get out: Pack all props and furniture away

Production Assistant

Rehearsals

- Arrive 15 minutes before the cast are called
- Assist with setting up the rehearsal room
- Call cast together to start rehearsal (fetch from green room etc)
- Check all cast have arrived for rehearsal- Let SM and Director know if anybody missing
- Learn the prompt copy
- Book cover in DSM's absence
- Prompt as needed
- Assist with packing away rehearsal room
- Make sure that the cast know when and where their next rehearsal is

Technical Rehearsal

- Assist SM and ASM with set up
- Learn the show as book cover
- Keep track of the timings of lunch and tea breaks

Show

- Assist with set back/sweep/mop
- Check all the cast are in the building- Have a look at the tick in list at Stage Door
- Inform SM and director if somebody is not in or late
- Cue the show if DSM off
- Perform backstage cues during the show.

After the Performance

- Get out: Pack all props and furniture away