

RICHMOND AMATEUR DRAMATIC SOCIETY

Terms of Reference

Stage Manager

JOB DESCRIPTION & REQUIREMENTS

The Stage Manager should have access to, and be confident with, the Internet and e-mail and with the provision of documentation in commonly available digital formats such as Word, Excel, PDF etc.

Responsible for planning the technical requirements of the production, ensuring the provision of the technical resources, directing the stage crew and controlling the running of the show.

Works closely with the director and must be aware of all aspects of staging and possible technical risks and hazards for the safe conduct of both rehearsals and the show. Liaises with the theatre technical manager (in conjunction with the director) to resolve problems and ensure the production meets with the theatre's needs and requirements.

Responsible for health and safety of the cast and crew.

SPECIFIC RESPONSIBILITIES

Rehearsals

- ▶ Prepare the book recording the blockings. This will then be used for "calling the show". This will be done by sitting with the director during rehearsals marking each cue.
- ▶ Ensure actors pay a nominal £5 each for their scripts (no payment is required for director/tech/prompt scripts).
- ▶ Prepare the rehearsal set before rehearsals.
- ▶ Form a stage crew. Make sure they are rehearsed and prepped.
- ▶ Organise a props team.
- ▶ Call and organise a tech meeting with director, light and sound, wardrobe, set builder, props and crew. (May need 2 meetings)
- ▶ Fill out a risk assessment for the week of the show highlighting any hazards. Make sure any risks are rehearsed in theatre every night before show.
- ▶ If the fly rail is used, liaise with the theatre technical manager.

Theatre

- ▶ Arrange and manage the get-in and get-out and the construction of the set. This includes timings and organising people to help.
- ▶ Ensure the prop team are organised and set up.
- ▶ Ensure the crew are prepped and in place.
- ▶ Mark position of furniture.

- ▶ Make sure the Stage Manager book is made up with all sound and light cues.
- ▶ Arrange a place for the prompt.
- ▶ Do a cast list to sign in and out for week of show for the theatre. Make sure crew/ cast sign in and out each day.
- ▶ Check set and wings each night. Make sure set is secure and doors into auditorium are locked.
- ▶ Check with light and sound and props that stage is set. When this is done tell the house manager the theatre can open.
- ▶ Check theatre staff have been allocated to sell programmes if no RADS volunteers are present / available.
 - ▶ Give 7pm calls. Give 7.15pm calls and ensure all mobiles are off.
 - ▶ Call beginners on stage and wait for clearance from front of house.
 - ▶ Make sure any weapons are locked away each night.
 - ▶ Make sure the wings are clear at all times, remove any hazards.
 - ▶ Run the tech and dress rehearsals.

Additional Notes covering the FIRE PROCEDURES when in the theatre:

ON HEARING THE ALARMS OR ANY EMERGENCY EVACUATION ANNOUNCEMENT –

The Stage Manager is responsible for evacuating all cast and crew involved in the show - to aid this, the 'signing-in sheet' should be collected prior to starting the rehearsal / show.

The Stage Manager is also responsible for making an announcement from the stage if there is an evacuation required, prior to show, at the interval or as the audience leaves at the end.

During a performance the Theatre Duty Manager will inform the Stage Manager of any pre alarm events, via cans, so that they can be prepared to evacuate if necessary – **Do Not Stop the performance until the Duty Manager appears on stage.**

The Duty Manager will also, via cans, ask the Technician to –

1. Bring down all faders on sound deck to stop any audio
2. Put on the DAY lights
3. Bring up HOUSE lights

As the Duty Manager appears on stage to make the announcement, the Stage Manager will stop the show and commence the evacuation process of performers and backstage crew etc. Once the stage is clear, check dressing rooms, under-stage area and toilet / shower, not forgetting the accessible dressing room (if in use) and any other areas occupied by RADS cast and crew, using the signing-in sheet to check all cast / crew / visitors etc. are accounted for.

ESCAPE ROUTE - out of main stage door, down Friars Wynd to front of Fleece Hotel.

EVACUATION ANNOUNCEMENT

“Ladies and Gentlemen, due to unforeseen circumstances we have to ask you to evacuate the building. Please can we ask you to do this in an orderly, calm and quiet manner, under the directions of our ushers, using the exits on both sides of the building.

Please make your way to the front of the Fleece Hotel which is at the right hand side of the theatre. We would like to thank you for your cooperation in this matter”.

N.B. for a BOMB scare add – *“Please take your belongings with you and stand clear of the building”.*