

Charing Guild of Players

Stage Manager's Responsibilities

All references to he are to mean he/she

The stage manager:

Well before dress-rehearsals

Attends rehearsals when required to by the director in order to familiarise himself with the plot, actions and props required

Clears and cleans the dressing rooms and the backstage area to ensure sufficient room for the cast to change and to move about

Ensures that backstage is safe, without any dangers such as loose cables which might present a tripping hazard

Liaises with the backstage crew regarding any removal of set-building equipment which may be necessary

At first dress-rehearsal

Assumes overall responsibility from now on for everything that happens backstage

Assembles everybody onto the stage who will be backstage from now on

Details the time of arrival he expects during performances

Details the location of the 3 fire exits, the fire extinguishers and the scenery hook

Stresses that the first responsibility of all in the event of fire is to get out of the barn

Identifies a volunteer with a phone which has a reliable signal to be responsible for phoning the Fire Brigade if required

Stresses no smoking backstage

Stresses that quiet, preferably silence, is to be observed backstage during performances. He may allow chatting quietly in the dressing rooms with the door shut

Points out that parking is not allowed outside the Barn except for temporary deliveries and for two cars for disabled people

Establishes with actors whether or not he will give them a call when they are due to make their entrances

At performances

Arrives first – usually 6.45pm for a 7.30pm start

Unlocks all 3 fire exits

Checks backstage is in order

Checks the stage is in order

Checks all actors, props person and ASM have arrived

Checks all props on stage, under props person's control and in actors' personal possession are present and working. If there is a props person then props are still the stage manager's ultimate responsibility

Liaises with the front of house via phone or other means as to when the audience is settled

Gives everybody backstage 15 and 5 minute warnings as to when curtain up is likely to be

Ensures that only those authorised to be there are backstage

Raises the curtain, or delegates this job, at the appropriate moment

Lowers and raises the curtain as has been previously agreed with the director

Keeps everybody informed during intervals as to the likely time before curtain up
Lowers the curtain at the end of the play and, when all cast are assembled, operates the curtain for curtain call

During the performance

Follows the play in the script at all times and is responsible for taking action in case of illness, accident or other emergency

At the end of the performance

Checks all heaters are turned off at the wall

Gets the stage ready for the next night if appropriate

When everybody has left backstage turns lights off, secures fire exits and padlocks door from backstage to front of house