

General Responsibilities and Expectations for Student Stage Managers/ Assistant Stage Manager

The faculty and staff encourage you in your efforts to learn to be an excellent stage manager (SM) and want you to know that if you are selected, we have every confidence in your ability to succeed.

This is an extremely time consuming position, and we would ask you to read this document carefully.

When possible SM/ASM positions are determined in the spring of each year for the following academic year. To be considered you must meet the following requirements (exceptions to these are on a case by case basis):

1. Taken Stagecraft and passed with B+ or better.
2. Demonstrated an ability to meet deadlines and work as a collaborator.
3. Read and understood the contents of this document.
4. Read and understood the Stage Manager's Handbook document obtained from the production manager and/or your supervisor.

The following guidelines are set forth to help you to be successful. Failure to comply with any of these could result in being relieved of your responsibilities as Stage Manager of Record, removal from your position, diminution of your grade in the coursework or all three

1. In all instances, you must maintain a 2.5 Cum GPA in your prior semester or you will not participate in any Theatre Arts production the following semester.
2. In order to stage manage for a Studio or Main stage production you must curtail all outside work over 6 hours per week and those hours must NEVER interfere with ANY of your duties and responsibilities related to the production you are serving. The type and hours of your outside work need to be discussed with your supervisors. Failure to do so could constitute being relieved of your responsibilities.
3. You are expected to read the stage management document and understand all the expectations and requirements explicit and implicit within that paper.
4. Credit will be obtained under THEA 313/413 Stage Management or THEA 212 Intermediate Technical Theatre. Credits TBA depending on scope of the project. You must sign up for that credit as soon as possible once you have been officially granted that position.
5. You are expected to be in constant daily communication with the director of your production.
6. You must meet at least twice weekly with the production manager to ascertain your progress and your performance on the production. You must schedule your weekly meetings at the beginning of your selection as a member of the stage management team.
7. It is imperative that all deadlines are met and that you are always on time. If you are going to be late– CALL. Pertinent phone numbers will be given to you when you accept the assignment.
8. At the beginning of the process, usually 2 –3 months before performance a calendar will be formulated by the director and the stage management team with times, dates and deadlines noted. Any negotiation about dates in this calendar will be made at that time.
9. You are expected to be working in the stage management station located in Skelly's office. You will keep all documentation for your production (notes, emails, schedules, reports etc.) in the folder designated for your production. You will also be given a file drawer in which to store all hard copies of production records.
10. You are expected to be present at:
 - a) All production meetings
 - b) All technical meetings
 - c) All rehearsals & Strike (and after if necessary to complete all return commitments)
 - d) Any special meeting that deals with stage management.
11. You will have access to the supplies within the UWP Stage Management kit. These supplies are to be maintained by stage management personnel. You will replenish supplies used for a specific production and then retained by you for portfolio purposes by you.
12. Please understand that there will be times you are expected to work on nights and weekends – either with Saturday work calls, technical meetings, tech week, Dress Rehearsals, etc. It is mandatory that you are present for all technical and dress rehearsals. You are also expected at strike and after. Whatever the circumstances you are expected to FINISH THE JOB.

13. COMMUNICATION IS VERY IMPORTANT. KEEP THE LINES OF COMMUNICATION OPEN, and this will be a positive and rewarding experience. Honest frank discussions with your supervisors will help your learning experience, the production process and ultimately, the production.

* Stage management is almost always represented at every meeting of the production, that does not always mean that the entire stage management team need be there at all times.

Stage Manager Acknowledgement

I have read and understood the requirements and responsibilities for my position as:

- Stage Manager
- Assistant Stage Manager

Production:

Signature:

Date: