

Position: STAGE MANAGER (SM)

**The Assistant Stage Manager (ASM) can help with as much or as little of the tasks below as desired and agreed upon by the Production Team*

Job Description: Being a Stage Manager (or SM) for a QPT show is like herding cats while juggling and drinking beer. It requires strong people management and organizational skills, the ability to be the bad guy when necessary, a big picture point of view and passion for QPT. The SM will touch many aspects of the production and it is a very rewarding experience.

Tasks during the rehearsal process include:

- coordinating auditions and helping select the cast
- attending rehearsals and production meetings
- maintaining a prompt book with sound cues, blocking and props notes
- sending out weekly schedule updates with locations, required cast and details
- Making sure actors are on time and prepared
- Working with the director to keep rehearsals running smoothly and effectively
- Setting up in the Performance Space
- Keeping communication lines open and ensuring everyone on the team is clear of any changes to schedule, script, locations etc.

Tasks during Run of Show include:

- Setting up the house each night
- People managing: making sure actors and prod team members are in place and on time
- Helping monitor actors' beer consumption
- Drinking beer (making sure you can keep yourself together until the end of the show of course!)

Time Commitment:

Rehearsal Process: The time commitment for a stage manager is dependent on a few factors: whether or not the duty is shared with an ASM and how much support the Director needs at rehearsals. It is safe to say that the SM will need to attend one weekday rehearsal and one production meeting per week (about 6 hours commitment)

Personal Time: 3-4 hours per week of emailing and scheduling coordination

Run of Show: Evenings and weekends for the better part of two weeks for Tech and Performances.

Toughest Part: Trying to maneuver the schedule around people's changing schedules, and dealing with people coming late to rehearsals.

Best Part: Looking at your watch just after hitting the house lights, and hearing god save the queen begin right on schedule. The long nights during tech week and watching the show slowly come together over that week is very rewarding.

Recommended Skills or Experience: Stage Management Experience on at least 2 other productions. Organisation, confidence, strong people management skills and an ability to keep calm in stressful situations.