

STAGE MANAGER

1. The stage manager is appointed by the director and producer.
2. Responsible for running the show backstage.
 - a. Communicates with director or out-front person thru headsets.
 - b. Follows script to assure that actors are ready for cues,
 - c. Assists with mic changes/costume changes when needed,
 - d. Lets out-front person know when all props and actors are ready.
3. Must be present at all rehearsals during the last week and the run of the show,
4. Sets the black legs or stage as appropriate for the show.
5. Keeps actors and crew off of the stage and out of the house after it opens for the audience.