



PRODUCTION TEAM POSITION DESCRIPTIONS

STAGE MANAGER

Reports to Production Manager
Supervises Assistant Stage Manager

1. Attend rehearsals and create a prompt script compiled with blocking notes, cues and requirements for props, lighting and sound, and run times
2. Attend production meetings
3. Liaise with Production Manager on all production issues
4. Maintain the role at rehearsals and performances and where necessary, contact those who do not attend Ensure that no alcohol is consumed on the premises during rehearsals and performances
5. Collaborate with props, set construction and other departments to ensure smooth delivery of production
6. Ensure that props and sets are available (or proxies) so that the cast become familiar with their working environment
7. Recruit and manage backstage crew
8. Co-ordinate set changes and allocate specific tasks to crew
9. Allocate dressing rooms and check they are clean before and after rehearsals and performances
10. If the production is staged in an external venue, the Stage Manager will compile a comprehensive check list of all costumes and props, as provided by department coordinators
11. Co-ordinate and oversee bump in and out in collaboration with set construction in relation to vehicles needed, personnel and times and report to Production Manager
12. Manage technical and dress rehearsals
13. Carry out pre show checks in collaboration with relevant department heads (e.g. lighting, props, sound, orchestra)
14. Call the show for each performance
15. Allocate tasks to all production personnel so that the theatre is left to the standard required by the vendor and the company
16. Complete the post-production feedback survey in a timely manner

Bendigo Theatre Company Inc.

15-17 Allingham St, Golden Square, VIC 3555
Phone: 0401 678 102

Email: bendigotheatrecompany@gmail.com | Facebook: [BendigoTheatreCompany](https://www.facebook.com/BendigoTheatreCompany) | Instagram: [BendigoTheatreCompany](https://www.instagram.com/BendigoTheatreCompany)
Website: bendigotheatrecompany.org.au