

Stage Management Assistantship Duties

All stage management students stage manage, assistant stage manage and house manage our productions.

MFA Stage Management GTA/GA duties may include those listed below, as well as other duties, as assigned, to ensure a professional, collaborative and successful production, classroom and/or administrative process.

Stage Manager/ Assistant Stage Manager	House Manager
<ul style="list-style-type: none"> • Run all rehearsals and technical rehearsals. (Rehearsals run 7p-11p M-F and 12-6 on Saturday. The stage manager is responsible for being there approx. 30-45 minutes before the rehearsal begins and 30-45 minutes after the rehearsal ends.) • Maintain safety & sanitary conditions and discipline in the rehearsal hall. • Create rehearsal and performance reports and distribute to appropriate staff members • Give breaks and operate the rehearsals in according to Actors Equity Standards. • Maintain a proper prompt book. • Create and send daily schedules and calendars. • Be the primary liaison between directors, designers, and production Management. • Create paperwork and maintain daily correspondences. • Call all cues for the productions. • Lock and unlock theatre rooms as needed. • Report any injuries to the appropriate parties. • Have knowledge of appropriate emergency and evacuation procedures for audience safety. • Most stage management duties are graded responsibilities 	<ul style="list-style-type: none"> - Keep the hallways, lobbies, and bathrooms in clean conditions - Acquire these headshots and bios from the stage manager. - Call the ushers 10 days before opening to remind them they will be ushering. - Clarify with the Stage Manager the late seating policy. - Organize house counts, late seating, and comps with CTO. - Take tickets at the door. - Maintain a positive relationship with the public - Put people on a waiting list if the performance is sold out. - Create signs with arrows pointing in the direction to the performances throughout the building. - Plan with the SM on how and when to close the house
Assistant to Production Manager	Development Assistant
<ul style="list-style-type: none"> - Assist with daily tasks, copies, printing, and proofing - Runs errands crucial to departmental needs - Takes notes at company meetings - Attends production meetings in the PM's absence - Serve as PM/SM Mentor to undergraduate productions as needed 	<ul style="list-style-type: none"> - Interview Actors and submit to Facebook Admins - Create "teasers" - Organize Ticket Giveaways - Oversee Mailing List - Organize Undergrad Street Team
Office Manager	Room Scheduler
<ul style="list-style-type: none"> - Organize and Inventory SM Office - Keep supplies stocked in 404 and SM Office - Track script check out - Ensures office hours are covered and being completed 	<ul style="list-style-type: none"> - Inputs class schedules of theatre department into weekly schedule - Proofs weekly schedule - Sends schedules to be distributed by Cindy - Distributes schedule on classroom doors WEEKLY
Office Hours	Audition Assistants
<ul style="list-style-type: none"> - All MFA GTA Students are required to keep a minimum of 3-5 office hours a week per student - This time is used for all theatre grad students to have access to stage managers for checking out scripts, seeking first aid, answering scheduling questions etc. - Students may be asked to assist Production Manager with departmental needs during this time - Keep supplies stocked in 404 and SM Office - Office hours should be posted on the SM Office Door 	<ul style="list-style-type: none"> - Retrieve prop needs from the prop storage caves for class purposes. - Must be able to drive the Box Truck if needed.

Second-year stage management students are encouraged to teach THEA 378. This requires them to teach a full semester 3-credit course.