Summer Youth Theater STAGE MANAGER

Job Expectations

For BarnArts SYT Camp

* Arrive 15 min early and make sure space is clean and set-up and doors open etc.
* Be present at table for drop off/check in and pick up.
* Make sure all expected kids arrive and call parents if missing
* Receive conflicts/sick info and keep staff updated
* Complete daily scheduling with Intern Crew to fill schedule for all kids
* Manage all paperwork: keeping health and contact forms handy at camp. Encourage parents to sign up for volunteer jobs.
* Provide talent/skills/experience info for auditions meeting on Wed
* Keep track of time. Give 5 min warning before schedule interval change. Announce when time is up.
* Keep track of volunteers list and help

Traditional SM roles needed for BarnArts SYT:

* Update and send out daily rehearsal schedules to families/prod team
* Take blocking notes during rehearsal
* Liaise with all theater departments and collate information
* Create a prompt script compiled with notes on Actors’ cues and requirements for props, lighting and sound
* Make alterations to the set and props between scene changes
* Create a risk assessment to ensure the safety of the full company
* Manage the backstage and onstage area during performances
* Call Actors for rehearsals and performances
* Maintain props, furniture and set during the run
* Create/send out rehearsal reports (daily) and production meeting reports (After each production meeting) to production team.
* Post daily schedule around the rehearsal room
* Reading cue lines or prompting actors during run-throughs (