

RACHEL – DAS MUSICAL: STAGE MANAGEMENT

There is no single definition or job description for the tasks performed by the Stage Management Crew. Every theatre or production company has different ideas and expectations regarding the Stage Management. Therefore, the individual who accepts a position must be as flexible as the job description.

The Stage Management Crew performs *at least* the following duties:

- Calls all rehearsals, before or after opening
- Assembles and maintains the Prompt Book (Production Book)
 - To Do
 - Cast List
 - Contact Sheet
 - Rehearsal Schedule
 - Attendance Sheet
 - Conflict Calendar
 - Emergency Information
 - Blocking Key
 - Preshow
 - Act 1
 - Intermission
 - Act 2
 - Post Show
 - Cue Sheets
 - Rehearsal Reports
 - Performance Log
 - Performance Reports
 - Publicity
 - Program Information
 - Scenery
 - Lighting
 - Costumes, Makeup & Hair
 - Properties
 - Sound
- Works with the Director and the Department Heads to schedule rehearsal and outside calls
- Assumes active responsibility for the form and discipline of rehearsal and performance and is the executive instrument in the technical running of each performance
- Maintains the artistic intentions of the Director and Producer after opening
- Keeps any records necessary to inform the Producer of attendance, time, welfare benefits, etc.
- Maintains discipline
- Creates a positive energy and inspires those around her to give 110% to the task at hand
- Should be familiar with the requirements of the many unions for stagehands, actors and musicians

In the position as a Member of the Stage Management Crew you should be a:

- friend
- parent
- artist
- confidant
- nurse
- drill sergeant
- cheerleader
- self-motivated
- even – tempered
- and so on ...

You should have the ability to anticipate and to adapt to constantly changing conditions.

You are dedicated to and responsible for every aspect of the production without losing your sense of humour.

You should provide an efficient and organized work environment while remaining empathetic to the people and the process.

10 Golden Rules of Stage Management:

- (1) LEARN FROM MISTAKES: No one is perfect. We all make mistakes as we practice our crafts. The best thing anyone can do is to analyse these situations and learn how to avoid making the same mistake again.

- (2) DON'T PANIC! Always remain calm, cool and collected. Never, never yell. All Stage Managers should know the difference between raising their voices to be heard and yelling. If Stage Manager loses it, everyone will panic!
- (3) SAFETY FIRST! The cast shouldn't set foot on the stage unless you would walk on it barefoot. Inspect the set daily for potential problems. Are all stairs and platforms secure? Are all escapes adequately lit and glow taped? Do you know where the first aid kits and fire extinguishers are located? Who is certified in First Aid?
- (4) PLAN & THINK AHEAD! What can be done too avoid problems? How can the Stage Managers make life easier for everyone?
- (5) THERE ARE NO DUMP QUESTIONS! It is better to ask and feel silly for a few seconds than to cause a disaster later!
- (6) PRIORITIZE TASKS & DELEGATE AUTHORITY! One person can't do everything. Why do we have assistants if we don't use them?
- (7) EARLY IS ON TIME. The Stage Management Crew should always be the first crew in and the last crew out of the theatre for a meeting or rehearsal.
- (8) PUT EVERYTHING IN WRITING. In other words, be a communicator! Dared daily rehearsal notes aid in communication and help to avoid conflicts over when requests or changes were made.
- (9) PLEASE & THANK YOU! Use these words everyday!
- (10) Stage Managers DO make coffee! They also do a million other menial tasks that are meant to make people happy and boost morale. Buy sweets ... make sure birthdays are recognized and hole-punch all paperwork. These little things are really appreciated by everyone!

TOTALLY RESPONSIBLE FOR TOTALLY EVERYTHING!!!

Time: 27 July 2005 – 23 August 2005 (+/- 2 Days)

Location: from 27 July 2005 Main - Rehearsals and Performances in **TRIER** (Germany)
from 15 August 2005 Performances in **KÖLN** (Germany)

Costs: Free accommodation/ free food
You only have to pay the transport for coming to the Event and back!

All Dates (rehearsals, performances) and general information are on the
official website: www.rachel-dasmusical.de

For further questions concerning the Stage Management
do not hesitate to contact me!

Stefanie Geisler

Email: mmstefanie@web.de

URL: www.globalstef.de