RESPONSIBLE TO - Director for maintaining standards during performance

- Theatre Services Manager for the operation of the Theatre on performance nights

ROLE

1. To accept responsibility for the operation and security of the Theatre during the season
2. To ensure the smooth running of the production during performances
3. To maintain the standard of performance set by the director at the final dress rehearsal

DUTIES

1. During Rehearsal Period
2. Attend as many rehearsals as necessary to become thoroughly familiar with all aspects of the production
3. Get to know the technical personnel, their experience, strengths and weaknesses
4. Either create a Stage Manager’s copy of the script with cues and backstage tasks to be carried out during performances OR take possession of the Production Co-ordinator’s script for this purpose, by arrangement with the P.C.
5. Mark the final location of moveable stage furnishings
6. Make provision for the orderly storage of props backstage.
7. Study the theatre’s Emergency Cast Replacement Policy and be familiar with the responsibilities of the Stage Manager should the policy be invoked.
8. Study the theatre’s Backstage Code of Conduct, and together with the Production Co-ordinator, ensure the cast and crew are familiar with its contents.
9. Liaise with Props for any consumables that may need to be purchased through the season
10. By the time of the Preview Night, receive the full set of Production Keys from the Production Co-ordinator
11. During the season
12. Should anything need to be purchased (emergency items/consumables) liaise with the Bar Manager and use cash from bar float. Prior to the Manager balancing up, you must return the balance of the cash and provide a receipt for monies spent.
13. Be present for every performance; be the first to arrive and the last to leave.
14. Call extra rehearsals, including word rehearsals, if necessary to maintain the standard of performances.
15. Notify cast and crew of the time they are required to arrive at the Theatre (normally at least an hour before the scheduled performance start time).
16. Instruct cast and crew

* to park at the rear of the Theatre and to use the cast room door.
* that only the lighting and sound operators are permitted in the control room and the auditorium Crow’s Nest.

1. Study the theatre’s Backstage Code of Conduct and, together with the Production Co-ordinator, ensure cast and crew are familiar with its contents.
2. Ensure that only cast and crew remain in the cast room and backstage areas.
3. Ensure that only essential people are backstage at any time – when not required, cast and crew are to remain in the cast room.
4. Avoid light spills from cast room and workshop.
5. Cue the lighting and sound operators when necessary, and call the cast in time for their entrances.
6. Liaise with FoH and the organisers of any PlayDate pre-sold group regarding the presence of the cast and crew in the Blue Room after the performance.
7. Checklist for each performance
8. Check for any seats that have been sold online after the Office Manager has printed the Seating Plan. The Seating Plan for FOH is printed 1.30pm weekdays. iTicket closes for online sales 2 hours before show start time. The stage manager log-in details are as follows:

* go to <http://boxoffice.iticket.co.nz/>
* Log in with details provided by the OM
* under the “Occupancy” tab, select the appropriate show and date.
* select “Reverse Chronological” under Ordering
* select “refine results”
* this will now redisplay the page with ticket sales from last sold at the top. Make a note of any tickets sold with seat numbers that were sold after the Seating Plan was printed.
* Update the Seating Plan manually for FOH

If you have any issues with this please alert the Office Manager asap.

1. Unlock cast room, glass front door, deck door and roller door,and ice cream freezer no later than one hour before the scheduled start time.
2. Unlock the bar on the arrival of the Bar Manager
3. Switch on foyer, Blue Room and auditorium lights.
4. Set auditorium air conditioning timer. Turn on heater/air conditioning in the Castroom and Blue and Green rooms if required.
5. Check set, onstage and offstage props.
6. Set up monitor and communications, check with sound/lighting crew equipment operating correctly, effectively.
7. **SAFETY** It is a condition of our licence and a requirement of the NZ Fire Service that the following instructions are carried out and the log book signed to this effect.

Not more than 30 minutes before the scheduled start time;-

* Check emergency lighting and fire alarm, check that all emergency exits are accessible and clear of obstructions
* Check that all fire hoses and extinguishers are in position and accessible
* Ensure that you, and the Front of House personnel, are acquainted with the location and operation of all fire alarm points and fire fighting equipment. (See location plan on cast room noticeboard.)
* Sign the log book

**NB. The fire service has the right to check that the above instructions have been carried out and, if not satisfied, to clear the building.**

1. Contact the FoH manager, synchronise watches, indicate convenient time for seating late-comers and arrange communication for the start of the play, giving a ten minute call before interval.
2. Check that cast refreshments are available in the cast room, and notify FoH if supplies need replenishing. Obtain clean towels and tea towels from FoH and leave dirty ones with them for washing.
3. Note the arrival of each cast and crew member.
4. Check that access to cast entrances is clear.
5. Give the cast and crew calls at 30 minutes, 20 minutes, 10 minutes and 5 minutes before the scheduled time. Call beginners 2 minutes before scheduled start time.
6. Determine the actual start time in consultation with FoH having regard to the arrival of patrons who have booked. Only in exceptional circumstances should actual start time be more than five minutes later than scheduled start time.
7. Check that cast have personal props and are correctly costumed before each entrance.
8. During the interval, repeat relevant opening procedures.
9. At end of performance, reset stage for next performance.
10. **SECURITY**

Ensure the Theatre is secured and locked according to the following checklist”

1. Secure the roller door and glass deck doors (no key).
2. Ensure magnetic front door release is **OFF** (top light switch in Office) and office door is locked.
3. Lock the glass front door.
4. Check windows closed in Green Room, Blue Room, office, kitchen, castroom and toilets.
5. Check air conditioners in Blue Room are off.
6. Check drain plug in kitchen glass/dish washer is pulled out; ceiling fan, stove and pie warmer are off, and window closed.
7. Lock drop box in the bar and lock the bar door.
8. Check lights out in:-

* Green Room - Foyer
* Office - Blue Room
* Store Room - Kitchen & Bar
* 4 Toilets - Hallway
* Lighting Box - Auditorium
* Workshop - Cast Room

1. Check bolt engaged at the top & bottom – crash bar on fire exit door from auditorium.
2. Check workshop roller door is closed.
3. Ensure all smoke doors closed:-

* Cast Room/Auditorium / Blue Room/Auditorium / Cast Room/Workshop / Blue Room/Foyer / Cast Room/Hallway / Auditorium/Workshop

1. Check iron, fans, air conditioning unit and wall heaters in cast room are turned off and windows shut.
2. Set burglar alarm and exit through cast room door and lock.

The above procedures are reversed if exiting through the front door.

N.B. For security reasons, and at the S.M’s discretion, ensure that at least one other member of the production company remains with the S.M. throughout the lock-up procedure and until clear of the car park.

1. Fire Evacuation Procedure

In the event of fire or on hearing the warning signal, the Stage Manager assumes the role of Building Warden.

The Building Warden must:-

1. Wear a “rescue orange” jerkin (stored back stage by Fire Hose )
2. Evacuate cast and backstage crew via the nearest safe exit (normally the cast room door)
3. Ensure Fire Service has been called. **DIAL 111**
4. Report to front entry checking toilets on the way.
5. Receive status report from the Floor Wardens
6. Advise Fire Service, on their arrival, of the evacuation status, including the location of any disabled people.
7. At the end of the season

The Stage Manager has an allowance of $10 per person (which includes the koha from Preview Night) for the cast and crew to spend on closing night food/beverages. This can either be requested from the Treasurer in advance of final night and paid into the Stage Manager’s bank account or claimed as an expense reimbursement after the event.

In addition the Stage Manager should –

1. Return the Production Keys to the Office Manager
2. When performing set strike, make sure the theatre including cast room, auditorium and crow’s nest are cleared.
3. Comply with current Health & Safety Policies and Procedures.