

# Assistant Stage Manager

## General Responsibilities:

- Assist the stage manager as needed.
- Be attentive and active. ASMs should be prepared to move at the drop of a dime.
- Be a good listener.
- Be prompt to all rehearsals. Tardiness is not tolerated.
- Have a good attitude.
- You should attend all rehearsals. If you cannot, inform the stage manager at least a week beforehand.
- You must attend all performances.

## Pre-Rehearsal:

- The Stage Manager should contract you with a digital copy of the script.
  - Print it out and put in a black binder. Keep this binder with you at all times.

## Auditions:

- Arrive when the SM calls you. Assist him/her in setting up tables, preparing forms, cleaning the audition spaces, etc.
- During the audition process, you will be with the auditioners. Be courteous and kind to all.
  - If they start to make too much noise, politely remind them to quiet down.
- Collect audition / tech sign up forms and make sure everyone signs in.
  - Make sure all handwriting is legible.
  - Ensure that all forms are fully filled out.
- Before you dismiss auditioners, double check with the stage manager that they are not needed.
  - Remind them to check the callboard the next morning. If they do not know where the callboard is, show them.

## Rehearsal Period:

- When you arrive at rehearsal:
  - Sweep and mop the rehearsal space(s).
  - Move the stage manager's kit into the rehearsal space.
  - Make sure that all materials needed for the rehearsal is in the space. This may include but is not limited to:
    - Props
    - Furniture
    - Rehearsal costumes / shoes
    - Extra scripts
  - Take the phones of all actors for safety.
    - This is up to the stage manager's and director's discretion.
- Assist the stage manager in taping out the space.
- Learn the names of everyone involved in the production.

- During rehearsal:
  - If an actor is unwell or late, inform the stage manager.
  - Write blocking notes as they are given.
  - Write line changes as they are given.
  - Take blocking / line notes.
    - Make sure these can be interpreted by all actors / members of the SM team.
  - Be ready to assist the cast as needed.
    - Be prepared to do anything. This can range from moving furniture to assisting an ill actor.
- Attend production meetings.
- At the end of rehearsal:
  - Give all cell phones back to actors.
  - Ensure that the rehearsal space(s) are clean.
  - Return all items to their homes.
  - Check out with the stage manager before you leave.

### **Tech Week / Dress Rehearsals:**

- Note that your call time will most likely be earlier during Tech Week. Double check with your stage manager.
- Sweep and mop every night.
- You should not have to take line or blocking notes.
  - Be prepared to anyway.
- You will be on headset.
  - See the “Headset” section.
- Be prepared to function as a run crew member.
- Typically one ASM is in the theatre space in case of an emergency, while the other is positioned outside the green room for volume control. Be listening to the show at all times and aware of your surroundings.
- Should any problems occur, report them directly the stage manager.
- The stage manager will post a pre-/post-show checklist. Be sure to follow this.

### **Headset:**

- Be courteous and respectful while on headset.
  - You can never be sure who is listening.
- Speak clearly and quietly into the headset.
  - Do not breath heavily into the headset, tap on the mic, chew gum, or make other unnecessary noises.
- Enunciation will help you to be heard while speaking quietly.
- You should take their cues on the word “go” and, more specifically, on the “guh” sound of that word.
  - Do not “go” without the stage manager’s say so.
- The stage manager will signify your cues by specify “sound” before the cue.
- The stage manager will talk-through any difficult sequences of cues before they happen.
- Stage management will issue a “Warning” one page ahead of the cue in question.

- After hearing a “Warning” you should be preparing for the upcoming cue in whatever way necessary.
- Stage management will issue a “Standby” anywhere from a few lines to a paragraph or two ahead of the cue.
  - After hearing a “Standby,” you should respond by repeating your department's name and say “Standing by.” Additionally, you should be ready to activate the cue at a moment's notice. A board operator should hang his/her finger above and back from the “Go” button so he/she can hit it in a single motion. A spotlight operator should have his/her hand on the dowsler ready to pull it as soon as the “Go” is called.
    - Example of a cuing call: “Warning Lights 40, and Sound 2... Standby Lights 40 and Sound 2... Lights Standing By... Sound Standing By... Lights 40 GO... Sound 2 GO”
- Keep headset chatter to a minimum.
- The only conversations that should occur should be those informing the stage manager of a particular situation.
- When the stage manager calls a “Warning” or “Standby” all conversations should halt.
- Do not antagonize or harass others over headset.
- You are responsible for your headset and its proper use.
  - Do not drop it, drag it across the floor, or otherwise abuse this very expensive piece of equipment.
  - Do not let anyone that is a non-crewmember use your headset.
    - The only exception to this rule is if the stage manager asks you to put somebody else on.
- When the stage manager is speaking do not interrupt them.
- Do not play with the signal button on your headset.
- Do not leave your headset on when you are not speaking.
- Do not leave your headset without notifying the stage manager and receiving a response from him/her.
- Make sure to check your headset prior to house opening every night.
- If you need to get a hold of the stage manager during a standby, you should say their name and then wait for them to say, “Hold” or “Go on”.
- Do not apologize, or make excuses, or otherwise waste precious time with unimportant details.
- Keep to the pertinent facts so that the stage manager can quickly assess and respond.

### **Performances:**

- Report any problems to the stage manager as they occur.
- Sweep and mop the stage every night.
- Use the checklist the stage manager will have posted on the callboard.
- At the end of performances:
  - Assist wardrobe crew with cleaning the changing rooms and green room.
  - Make sure all items are safely put away.
  - Assist the house manager and ushers with cleaning house.
  - Double check with the stage manager before you leave.

## Assistant Stage Manager

All students participating in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to the theatre department head.

**Please write clearly and legibly.**

Name:

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Phone Number:

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Email:

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Production:

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Role:

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Please check all that apply to you:

I am in the THEA 104 class.

I am in the Opera Workshop class.

I am in an Independent study class. The class name is \_\_\_\_\_

I am a BFA Tech major.

I am a BFA Performance major.

I am a volunteer.

By signing this form, I assert that I have not only read and understand the above contract, but I also agree to follow and abide by it. I also understand that I will be held accountable for my actions with repercussions ranging from failing the THEA 104 and Opera Workshop classes to being prohibited from participating in the next show and that my role in the production may be terminated in case of extreme misconduct.

Name (print):

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Signature:

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Date: \_\_\_\_\_