

Defined Production Roles

Stage Manager

- Ensures cleanliness of stage area and that it is “up to snuff” for performance.
- Marks up script(s) with sound and lighting cue lists and calls cues during all rehearsals and performances.
- Annotates script with blocking notes.
- Annotates and keeps track of all script changes.
- Schedules paper techs.
- Maintains prop list and production and rehearsal calendars.
- Removes old spiking tape and directs new placement.
- Decides which parts of performance need practice during rehearsal to ensure all technical crews (scenery, sound, lighting) are on the same page.
- Directs FOH regarding closing or opening the house.
- Ensures show/rehearsal begins and ends on time. Notifies crew of time at intervals.
- Coordinates crew breaks.
- Stops performance and directs personnel in case of emergency.
- Reviews notes with performers and technical crew after each rehearsal to go over areas of improvement or areas needing specific attention.
- Acts as keyholder for certain locked rooms.
- Maintains check in/out list for each rehearsal or performance.
- Records running times and attendance.
- Sends out daily rehearsal reports at end of each rehearsal.

Production Manager

- Acts as liaison between directors, designers, talent, stage managers, facilitates clear communications between those teams. Notifies general managers if production has any specific financial or technical needs.
- Coordinates inventory and maintenance of shop/lighting/sound/costume equipment. Manages budget and decides if anything will need to be purchased for those areas.
- Allocates budget to determine which departments will need how much funding to get the work done.
- Hires and schedules technical staff, manages contracts.
- Ensures all technical aspects in a production are completed safely and according to schedule.
- Arranges travel for productions.

Assistant Production Manager

- Assists the PM with maintaining season production schedule.
- Coordinates workflow between departments during load ins and techs.

- Assists with hiring and acts as secondary liaison between all crew department heads and talent.
- Day-to-day administrative tasks for payroll and human resources.
- Budget and expense tracking.
- General production support during rehearsals and performances,