

**Brett Roberts was the instructor.**  
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## **Walk through the Theatre**

Brett began with a walk through Z-PAC Theatre. The following points were raised

1. The Stage Manager has the Primary responsibility for safety in entire Theatre
2. Every theatre has things you can trip over - Make a note of safety issues and work out how you can minimize dangers
3. One Crew member should have first aid certificate. Some theatres have a Dedicated person for first aid. The Stage Manager should not be the Safety Officer
4. Go into the new premises an hour early to take notes of safety issues.
5. Brett said the moment the show starts, the Stage Manager's job is superfluous because you need to train the crew to know all their jobs without you having to tell them.
6. Cast gets to rehearse for 3 months, the Crew gets to rehearse last few weeks only.
7. Work with director on lighting cues to discuss scene changes.
8. Director has to trust you to know what you are doing .
9. Recommended there be no phones backstage. Stage Manager should be the only one with phone backstage in case of emergency. If cast member late, need to call - not text or facebook message.

## **WRITTEN AIDS**

Aside from the Script, Brett recommended having three different note pads

- One for Stage management
- One for Health and safety issues
- One for Directors notes
- In addition, a Sketch pad
- Yellow and pink and orange highlighters were the best as they show up under blue light

## **STAGE MANAGER AND A NEW SHOW**

### **1. Auditions - Stage Manager should be at auditions**

- a.To Get to know your director.
- b.To know what's going on.
- c. To watch the cast auditioning.

### **2. Production meetings**

- a.Meet director
- b.Meet production manager
- c. Meet set designer
- d.Meet people doing set construction
- e.Meet sound and lighting techs
- f. Talk about the show

- g. Read The script
- h. Rehearsal schedule
- i. Discuss technical aspects
- j. Discuss set
- k. Discuss Costumes
- l. Find out what the director wants - what direction the show wants to go. Important to develop a good relationship with the Director

### **3. Rehearsals**

- a. Makes sure everything is in place for rehearsals
- b. Taking notes on scene changes and strategy and Made suggestions
- c. Train the crew
- d. Make sure backstage area is safe
- e. Tell everyone to remain quiet
- f. Have script. Use pencil for rehearsals and pen for shows
- g. Make sure the props are in the right position - liaise with the props master.

### **4. Looking at the logistics of taking items on and off the stage**

Everyone workshopped a scene with set changes and groups presented their suggestions to the rest of the group. Emphasized the importance of attending rehearsals and liaising with the Director and the rest of the crew to practise moving sets and props.

## **A Day in Life of a Stage Manager on arrival at the theatre for a show:**

1. Say Hello to cast & crew and FOH
2. Walk the theatre
3. Unlock theatre
4. Turn on A/c
5. Turn on Lights
6. Check for Hazards
7. Unlock dressing rooms.
8. Crew
9. Assign Jobs
10. Preshow check s- tech fly
11. Cast in position
12. Costume and props in Place
13. FOH Staff - liaise with FOH Manager
14. Sound Check
15. Sign In Sheet
16. Stage is set
17. Costume, Props reset
18. Stage Clean
19. Ensure it is Safe
20. Turn off theatre lights, air-con etc
21. Call the show
22. PR - Conflict Resolution
23. Say thank you to Cast, crew and FOH

## **What we have learned so far:**

The job of Stage Manager is a huge job. You have to be Versatile, have good people skills and be able to delegate. You have to be a problem solver, develop good Stage Strategy and always be mindful of safety. You have to be able to train your crew.

## **Things to think about when Bumping in a set to a new location:**

- Size
- Access
- Availability
- Cost
- Storage
- Crew Size
- Crew Experience
- Technical equipment
- Transport
- Keys
- Tools
- Breaks - staff are required to take regular breaks

## **Tech Runs**

- Lights take 3-4 days to set for a show.
- Sound takes 1-2 days to set up for a show
- Check scene changes
- Check everything works for the set
- Costumes/Lighting
- Communication - make sure you have Back up - batteries and another communication method.
- Check Rigging
- Check Curtains
- Allow 6 hours for practising scene changes prior to tech run.
- Practise quick changes.

## **Showtime**

- From the moment you unlock the door and walk in, you are in show mode.
- Be polite and thank the crew because they don't get a lot of thanks.
- If there is a blackout, Stage Manager Instructs the cast to remain still and Stage Manager comes on stage with a torch and gets the cast off stage.
- Front of house would manage evacuation of patrons, Stage Manager would manage evacuation of cast and crew. Fire Wardens would be nominated and trained for these jobs.

## **Stage Manager Desk**

### **Crucial to have**

Torch  
Script  
Blue Light  
Comm system  
Water Bottle

### **Should have nearby**

Duct Tape  
Gaffa Tape  
Batteries  
Back up Comm system  
Mobile Phone  
Safety Pins  
Shifter  
Chair  
Steel Cap Boots or at least sneakers  
Blue Tac  
Screw Driver  
Pencil Case  
First Aid Kit  
Watch