

## Stage Manager 2016

As Stage Manager, you take pride in ensuring that the stage is set, that the curtain goes up on time, and that all the technical aspects of the event run smoothly. This is an important behind-the-scenes job that allows you a close-up view of the action from the wings. You control the back-stage aspect and timing of the event and co-operate with the event Captain and Sound/Light Technician to manage the event. You report to the Production Manager. Your main responsibilities are:

- To set the stage and props according to your template for the event
- To make sure the event has functioning lights and sound
- To set up and test A/V equipment if needed
- To give the go-ahead to the Captain to open the house when everything is ready
- To call the authors, moderator and host up from the “green room”
- To monitor the event, and troubleshoot if necessary Step-by-Step

Arrive at the Volunteer Lounge 30 minutes before your shift to pick up a clipboard with all the technical information for the event(s) that you will be stage managing during your shift. Please review the event template carefully. Any special information about the event will be found here.

If you have any questions about the staging or tech for a particular event, check with the Production Manager.

You should be in the venue at least 20 minutes before the event start. This may mean discreetly coming into the event that’s just ending.

Once in the venue, set the stage. Staging might include such things as placing or removing barstools on the stage, confirming presence of correct number of mics (the Sound/Light Tech will set the mics), position of podium, banner, water glasses and pitcher of water, etc.

Replace glasses before each event (one glass for each of the presenters and moderator, if applicable). Refill water pitcher (if more than 3 people on a panel, use 2 pitchers).

You are responsible for all elements on stage, and a couple of off-stage elements: the PEN chair, and reserved seating for presenters.

Tables for water glass and pitcher – if more than 2 people are going to be on stage at the same time, you may choose to use two tables.

Podium position will be indicated whenever possible as follows:

Stage Right, Centre, Stage Left – indicating that the podium should be located to the Right or Left of someone standing on stage looking out at the audience or in the centre.

Front, Mid, Back – indicating the position on the other axis.

## Audience

Check Sight Lines - Make sure the presenter is clearly visible from all seats in the house. Adjust staging elements if necessary.

No stage elements should be removed without prior approval from the SM or Production Manager.

Co-operate with the sound/light tech to test sound levels. Please leave any movement or adjustment of sound/light equipment to the tech.

If handheld/wireless mics will be used for questions from the audience at the end of the event, ask the Captain to identify who will be responsible for delivering the mics to each speaker (it could be the Captain, one or two ushers, or yourself). Make sure the tech tests the handheld mics before the house opens.

If a projector is being used, SM may need to dim/ turn off some of the house lights ONCE patrons are in their seats and turn them back on at the end of the presentation to allow patrons to come in and out safely.

Set up and test A/V projection equipment, if it's needed for the event. If any problems should arise that you are unable to solve to your satisfaction, consult with the Production Manager.

When you're satisfied that all stage elements are ready to go, check with Tech that all is good with lights, sound and mics (including mics for Q&A), then confer with the Captain about the readiness of the front of the house. The Captain will check that the wranglers and presenters have congregated downstairs in the Author Hospitality Suite/Green Room (or in the relevant spot in an off-site location). You are responsible for giving the go ahead to the Captain to open the house. Aim to open the house at least 10 minutes before start of event. If technical issues arise, and the ten to point has passed, and there are elderly people waiting in line, or the line congests the hall, the SM should admit the audience and continue to work on the technical problem. If event start time arrives, and the issue is still not resolved, consult with the event host, who may want to make a brief announcement to ask for the audience's patience.

Stage Right, Back	Centre, Back	Stage Left, Back
Stage Right, Mid	Centre, Mid	Stage Left, Mid
Stage Right, Front	Centre, Front	Stage Left, Front

Please make every effort to have all the staging elements ready to go, so that the show starts on time. From your perspective, this is theatre.

Stay on hand; when the authors first arrive on stage, ensure that mics are working and sound is functioning properly. Give the Captain a thumbs up when the show is ready to begin.

It is your job to communicate with the Light/Sound Techs in the event of a problem during the event. If a mic needs to be moved or adjusted, please ask the Tech to make the adjustments, however, if the Tech has had to step out of the room, you will need to make the adjustments to the mic-stand yourself.

Remain in the venue during the event, and make note of any tech issues that may need to be communicated to the Stage Manager of the next event in the space.

Once the event is over, remove any used glasses or empty pitchers from the stage.

Return your clipboard to the Volunteer Lounge and enjoy our Festival hospitality. Give yourself a congratulatory pat for managing another great Festival event.