



ASSISTANT STAGE MANAGER

(as of March 8, 2018)

As the title describes, the Assistant Stage Manager (ASM) assists the Stage Manager (SM). The ASM takes over the responsibilities of the SM in his/her absence. Therefore, it will be helpful to also read the job description for the Stage Manager.

Typically, the Stage Manager will delegate and assign specific tasks and responsibilities to the Assistant Stage Manager. These will vary from one production to another. They may include, but are not limited to:

PRE-PERFORMANCE (REHEARSAL PERIOD) RESPONSIBILITIES

- May be asked to attend and assist at the auditions. This will depend on the needs of the Director, Producer & Stage Manager.
- Read and become familiar with the script, particularly the technical requirements.
- Keep an ongoing communication with the SM, so that you both understand your responsibilities.
- Attend Production Meetings.
- Attend rehearsals, as required by/arranged with the SM.
- Help set up the stage for the rehearsals – furniture, rehearsal props, etc. and perform duties, as requested by the SM or Director(s).
- May be asked to call/text late cast members.
- May be required to fill in for missing actors.
- May be required to be “on book” (prompt).
- Attend all tech rehearsals.
- Responsible for instructing/training any stage crew.
- Know locations of emergency first aid kits.
- Help to ensure that hall, kitchen and basement are left “tidy” after each performance.
- Support the SM and offer help.
- Help keep up cast and crew morale! Have fun!

RESPONSIBILITIES DURING THE PERFORMANCES/RUN

Before each performance (Pre-set):

- Sweep the stage. Wipe up/clean any spills.
- Ensure that all furniture is pre-set on its spike mark and (with the Props Person) that all props, both on and off the stage, are correctly placed.



- Headset check. (See end of document for Wireless Headset Instructions)
- Ensure Season poster is in glass between lobby & auditorium and masking is on glass in door at top of SL stairs.
- Ensure that door from Synod Street is unlocked to allow access by cast and crew.
- Once house is open, ensure that no noise from the stage or the wings.

During each performance:

- Execute any backstage cues from SM.
- Ensure that actors are in place in the wings and ready for their entrances, particularly for the beginning of the show and after the intermission. Cue SM when actors in place for their entrances.
- Support and oversee all backstage work during the show.
- Coordinate set changes. Give final call to SM when set change is completed.
- Be stationed on stage left and wear the communication headset. You are the eyes and ears of the SM, who will be positioned at the back of the hall. Inform SM if you are going off headset. Confine headset conversations to cues, emergency situations and production questions. Limit all other talk. Communicate with SM promptly, if problems arise.
- Ensure safety backstage – adequate lighting, glow tape, etc.
- Support the actors in the wings.
- Assist other running crew, if necessary.
- Wear blacks and carry a small flashlight.

After each performance:

- Notify SM of any problems/challenges that occurred backstage and require attention. This includes any necessary repairs to the set, furniture, props, lights, costumes, etc.
- Ensure that stage is pre-set for the next performance and any required items are properly put away, stored or turned off.
- Turn off the working lights, ensure that both SL & SR doors are locked and close the stage curtains.



RESPONSIBILITIES AFTER THE PERFORMANCES (Post-show)/RUN

- Note down recommended changes and improvements for feedback at Post Production Meeting.
- Attend Post Production Meeting.
- Assist with the set strike.

WIRELESS HEADSET – SET UP INSTRUCTIONS (April 2020)

Switch located above ASM desk to ON. This will supply power to the SHOWCOM box and an orange light over the volume knob will light up to confirm power to the box. This SHOWCOM box is the Master unit. If it is Off - no other talkback set (SM, Sound, Lights, Spots) can work.

SHOWCOM BOX

GROUP 1: Switch 'On' Green light on.

GROUP 2: Switch 'Off' No light.

VOLUME:

Set to 1 to avoid audio feedback when using remote headset. If using wired headset then Vol up to 3 seems OK.

PRESS TO TALK:

Set to 'Latch' during activation of remote headset. It will give feedback if Bluetooth connection is successful.

HEADSET PORT:

Plug in extension cord if using remote headset. Plug dongle into other end of extension. If dongle is plugged directly into Headset port it will lose connection if it moves at all. Use the extension and all will be well.

DONGLE:

Keep plugged into its charging cord and loop the extension cord over the headset's hook above the SHOWCOM box. Red light will be ON.

DONGLE ACTIVATION:

- 1) Press and hold button that is at right angles to blue light.
- 2) Release after 6 seconds. Blue light will quick flash continuously until remote headset is activated.

REMOTE HEADSET:

The 'Right Ear' side must go over your right ear so the discrete microphone is properly aligned.



ACTIVATION OF REMOTE HEADSET:

- 1) Place the headset over your head into position.
- 2) Press and hold the 'Power' button until you hear two things.
 - A) 'Power On' - keep the button depressed.
 - B) 'Bluetooth Pairing'. Release the power button.

After about five - ten seconds you should hear 'Bluetooth Connected' and the dongle blue light will flash at a slow rate. You will also get feedback if you say 'test'. If you hear nothing activate Press to Talk and test for feedback.

If you hear 'Power Off' when you press the power button then keep the button depressed and the system will cycle through until you hear 'Bluetooth Pairing' Release the button as per 2B above and continue.

DURING PERFORMANCES:

Consider operating in 'Press to Talk' mode as this will reduce feedback to all the other headsets. If SM speaks to you - you will need to go back to the Showcom box to press and respond but as long as SM does not have too many questions during set changes - this is not a problem.

AFTER PERFORMANCES

- 1) Plug in the headset charging cable and hang up the headset.
- 2) Turn power off to SHOWCOM box.

The system is very reliable once you have it up and running.