

## BDACT STAGE MANAGER CONTRACT

THIS AGREEMENT is made and entered \_\_\_\_\_, 20\_\_\_\_,  
by and between the BEAVER DAM AREA COMMUNITY THEATER, INC., hereinafter  
referred to as BDACT and \_\_\_\_\_, hereinafter  
referred to as "Stage Manager".

The BDACT engages the Stage Manager to assist the Show Director of  
(SHOW TITLE) " \_\_\_\_\_"  
at \_\_\_\_\_ for \_\_\_\_\_ performances on the following date(s):  
\_\_\_\_\_. 20\_\_\_\_\_.

In consideration of an honorarium in the amount of \$\_\_\_\_\_, payable within 14  
days following the date of the final performance.

It shall be the function of the Stage Manager to assist the Show Director during rehearsals  
and to direct/manage all stage activity during performances. The Stage Manager shall be  
accountable and responsible to the Show Director.

The Stage Manager agrees to work toward both a dramatic and financial success for  
BDACT. It shall be the effort of the Stage Manager to assist in presenting a near professional  
stage production while keeping the spirit of amateur theater.

I have read and agree to these terms and the expectations outlined in the attached  
addendum.

By \_\_\_\_\_  
BDACT Staff Representative

\_\_\_\_\_  
(SIGNATURE) Stage Manager

## STAGE MANAGER Contract Addendum

*Thank you for your leadership at BDACT. We appreciate your time, commitment, and your skills. The success of the show will depend upon your preparation, coordination, cooperation, and communication. Everyone wants you to succeed so please communicate problems, special needs, and concerns to the Show Director, Production & Volunteer Coordinator, the Managing Director, or production committee as soon as possible.. Involvement in BDACT designates you a participatory member, which allows you to vote at the Annual Meeting.*

1. Many Directors consider the Stage Manager their “right-hand” at all rehearsals and will ask you to notate all staging cues.
2. Stage Manager works closely with the Producer and crew chairs about any production notes/expectations defined at rehearsals, etc. For example: the Producer or props chair should be informed if the Director decides to add an extra prop to the props list during a rehearsal.
3. It is the responsibility of the Stage Manager to enforce all rules and regulations of BDACT.
4. Unless otherwise determined among the directors, the Stage Manager is responsible for opening and closing the rehearsal spaces. This means you need to be the first one there and the last to leave. You need to become familiar with light switch locations to be sure they are turned off upon exiting rehearsal. This includes checking the bathroom lights. You are also be responsible for checking and securing all exterior doors upon exit.
5. Assume responsibility for all stage activities during performances. This includes, directing tech and actor cues, props set-up, set & costume changes, and maintaining quiet and efficient movement backstage.
6. The Stage Manager should be able to conduct the rehearsal in the rare case of the Director’s absence. This should not be a regular occurrence and should be communicated to the Managing Director if it becomes recurring.
7. The Stage Manager is expected to organize Strike after the final performance.

## **Checklist**

\_\_\_\_\_ Rental Scripts and scores are the responsibility of the Stage Manager:

\_\_\_\_\_ Number all scripts in pencil

\_\_\_\_\_ Distribute the scripts and scores to the cast keeping a record of who has them

\_\_\_\_\_ Remind cast and crew to make all of their script notes in pencil and that all marks must be erased before returning

\_\_\_\_\_ Collect all rented materials on Closing Night

\_\_\_\_\_ They must be checked for marks, erased and boxed up for return to rental company within one week of closing.

\_\_\_\_\_ Meet with Show Director to learn of their expectations of your role throughout the production process.

\_\_\_\_\_ Get a script and work closely with the Show Director to prepare a master script/Prompt book. Note all director's blocking, record and highlight all tech and actor cues and cue warnings in your script.

\_\_\_\_\_ Assist the Show Director in developing the rehearsal calendar.

\_\_\_\_\_ Work with Show Director and Show Producer to plan and gather a crew to assist with Auditions. Depending on the expected turn out, you may need several people to assist with check in, photo taking and traffic between auditioning areas. For a musical, check to see that an Accompanist will be present as well.

\_\_\_\_\_ Work with the Show Director in developing and maintaining communication between cast and Director. This may include starting and maintaining a Facebook page for cast announcements and rehearsal changes.

\_\_\_\_\_ See the Managing Director or the Production Manager for copies of house rules and board policies.

## **During Rehearsals:**

\_\_\_\_\_ Use the Audition forms to make a cast list with contact information so you will be able to keep track of attendance at rehearsals.

\_\_\_\_\_ Review, distribute and enforce the house rules and board policies to the cast and crew. Stress that the theatre is our building. Everyone is responsible for maintaining it and keeping it clean.

\_\_\_\_\_ Follow the script, take notes given by the Director and serve as line prompter once off book.

\_\_\_\_\_ Organize a stage crew to change props, sets, make backstage sound effects, assist actor costuming, and anything else necessary for smooth backstage operations. Work with the Producer and the Production Coordinator to get help obtaining volunteers for your crew.

\_\_\_\_\_ Plan efficient, smoothly run, noise free scene changes. Train your crew to make these changes and rehearse them as early as possible to get all the “bugs” out of the process.

\_\_\_\_\_ Post all prop and costume assignments and changes, scene by scene, stage right/stage left

\_\_\_\_\_ Remind actors that they are responsible for all props & costumes during performances. No props or costumes may be taken home unless the stage manager is informed.

\_\_\_\_\_ In the case of a musical, be sure the piano is tuned at the appropriate time. Coordinate this with the accompanist and music directors.

### **During Performances:**

\_\_\_\_\_ Work with the Director to determine call times. Then post & announce call times for the actors and crews for performances. All actors and backstage personnel must report to the theater with adequate pre-curtain time.

\_\_\_\_\_ Have drinking water, Kleenex, flashlights, batteries, first aid kit, and any other items backstage that will assure the comfort of the cast and will address any potential emergencies.

\_\_\_\_\_ Check backstage Clear Com headphones to test the communication system with tech crew.

\_\_\_\_\_ Coordinate house light cues with House Manager.

\_\_\_\_\_ Enforce silence backstage including peripheral areas, downstairs, makeup room, etc.

\_\_\_\_\_ You and your crews must clean and reorganize the stage following each rehearsal or performance, in preparation for the next rehearsal or show.

\_\_\_\_\_ Post all of the show’s social gatherings on the callboard. Be sure that **All Cast, Crew, and Orchestra Members** are invited to these gatherings.

\_\_\_\_\_ Post the strike schedule that lists assignments for everyone – crew, cast, director, producer, etc. Coordinate your strike plans with the stage crew & production chairs – know where to store things, what to keep, etc. Return all building items and all borrowed items to the original sources.