



Stage Manager Application

DUE AUGUST 16 to the SAO VPA BOX.

Full Name: _____

Please list any relevant **leadership** experience (clubs, service trips, Sunday school, class officer, etc.):

Please list any relevant **administrative** experience (organizing, running a Garage sale/lemonade stand/Carnival booth, creating documents, managing paperwork, etc.):

Please list any relevant **technical** experience:

Other relevant experience:

Why are you interested in stage managing next season?

What makes you a good fit for stage managing a production?

Do you have a working computer with Microsoft Word and Excel and experience creating attendance sheets, production plots, rehearsal and performance reports, etc.? Please elaborate and/or include samples.

Number your top choices (1 being your top choice, and 5 being your least favorite choice):

- _____ Junior High Play (Jan-April)
- _____ High School Play (Aug-Nov)
- _____ Junior High Musical (Sept-Nov)
- _____ Theatre Showcase (May: 2 rehearsals, 2 performances)
- _____ High School Musical (Jan-Mar)



Stage Management Requirements

Initial each section to indicate that you have read and understood the requirements.

The Stage Manager position at The King's Academy requires the student who accepts the role to be a servant leader. On a practical level, this means that the student must possess (or be willing to work on) seven specific and interrelated personality traits.

1. *Stage Managers are loyal.* They are loyal to God, their families, and the places where they serve.
2. Stage Managers are *responsible*. They take responsibility seriously, and this is obvious to everyone who knows them. The show should be one of their top priorities.
3. Stage Managers have a *strong work ethic*. They are the first to arrive and the last to leave. They are the first to be criticized and the last to receive praise. They are willing to put in the hours to make sure it gets done, and that it gets done right.
4. Stage Managers take *initiative*. They do not need to be prodded to complete a task. They continually look ahead to solve problems. They see what needs to be done and they make it happen.
5. Stage Managers are *tenacious*. They know that a setback or a difficulty does not mean it is the end of the road, but that a solution is still out there.
6. Stage Managers are *self-aware*. They are able to see their strengths and weaknesses with a great deal of objectivity. They also recognize that, while they have been given authority, they do not have the ultimate authority, which comes from God. They also understand that they remain under the authority of the faculty and staff of The King's Academy (which includes, but is not limited to, the director and the designers of the show).
7. Stage Managers *love people*. They truly care about others. They embody servanthood. There will be times when they will be called upon to put the needs of the show, the cast and/or the crew above their own. This should not be done begrudgingly, but out of love.

Initials _____

General Responsibilities During Rehearsals

1. Attend all rehearsals. Arrive before the rehearsal is scheduled to begin.
2. Prepare the rehearsal space as soon as the theater is opened. Always sweep the floor and remove any obstructions. Set up props and furniture as necessary.
3. Check or take attendance. Notify the director of any absences. Keep track of the rehearsal schedule.
4. Record all blocking and technical additions in the prompt book at each rehearsal. Note all cuts and adds as well. Closer to the performances, mark all cues in the prompt book. During dress rehearsal and performances, the prompt book will be your resource to run the show.
5. Note all changes/additions to setting, costumes, sound, lights, and props in a weekly rehearsal report. This report should be distributed to the director.
6. During rehearsal, be on book to give line cues and take line notes. These notes should then be distributed based on the preferred method of the director.
7. Be present at every moment of every rehearsal.
8. Meet with the director after rehearsal to discuss any relevant concerns.
9. At the end of rehearsal, ensure that the rehearsal space is ready to be used the next day. Turn off all lights as appropriate. Ensure that the ghost light is turned on and placed center stage.

Initials _____



General Responsibilities During Tech Week and Performances

1. Be the first to arrive.
2. Take or check attendance of actors and crew.
3. Manage the Pre-Show Schedule to make sure all Tech Crew tasks are being completed (stage swept, doors taped, run transitions, sound check, light check, prop table prepped, set for top of show, etc.).
Lead the Pre-Show Crew Meeting.
4. Give cast and crew their calls pre-show and during intermission (one hour, 30 min./house open, prayer circle, 5 minutes and places).
5. Inform the House Manager and when the house is ready to open, when places is called, and communicate calls to them during intermission.
6. Check in with all crew and operators to ensure that the show is ready to go.
7. If you are positioned in the booth, call all cues. You are ultimately responsible for solving any performance related problems that arise in order to keep the show going. You have the final say in these matters. (Be sure to notify an adult in an emergency situation.)
8. Manage the Post-Show Schedule with the Tech Crew.
9. Unless other arrangements have been made, be the last student to leave the theater.
10. Provide a performance report to the director, designers, and crew with all pertinent information.

Initials _____

General Administrative Responsibilities

1. Create attendance spreadsheets.
2. Create Stage Right & Stage Left plots.
3. Create and send Rehearsal & Performance Reports.
4. Take notes for the director and make line notes for actors.

The stage manager is pivotal in the success of the production. Thus, you must be present at every rehearsal. Carefully consider the expectations before applying for this position. By signing below, you agree that you can and will meet the requirements of the position. This contract is made between the student (in agreement with his/her parent or guardian) and the director.

Printed Student Name: _____

Student Signature: _____

Parent Signature: _____ Date _____

DUE August 16 to the VPA SAO BOX.