

TAOS Musical Theatre



Stage Manager – Role Profile

Reporting to: Producer / Director

Liaises with: Theatre Technical Manager, Director, Props, Wardrobe, and all stage crew

Role Purpose

The Stage Manager (SM) is a key link between the creative team, cast, and technical crew, ensuring rehearsals and performances run smoothly. They coordinate backstage activity, manage props, scene changes, and technical cues, and are responsible for the overall organisation of stage operations during the run of a production.

This role is vital to ensuring the high-quality, professional standards for which TAOS Musical Theatre productions are known.

Key Responsibilities

- Serve as the main point of contact for the backstage and technical team.
- Attend production meetings and rehearsals as required, keeping clear notes and communicating requirements to all teams.
- Create and maintain the prompt book (if required), including blocking notes, cues, and technical information. (This can be done in collaboration with an appointed Prompt.)
- Liaise with the Theatre Technical Manager, Set, Props, Wardrobe, Sound, and Lighting teams to ensure all departments are aligned.
- Lead the backstage and cast safety briefing at the start of the get-in or technical rehearsal, outlining key safety expectations and emergency procedures (in liaison with the venue's technical team).
- Call the show during performances (or with a DSM), cueing lights, sound, and scene changes with accuracy and calm under pressure.
- Ensure Health & Safety backstage, including the safe movement of set, props, and people.
- Oversee backstage crew and volunteers, assigning duties and providing clear instructions.
- Support the Producer and Director by problem-solving practical issues that arise during rehearsals and performances.
- Work within agreed production budgets and notify the Producer of any anticipated additional costs related to props, equipment, or backstage requirements.
- Support the Society's commitment to Health & Safety and compliance by reporting incidents, completing risk assessments for stage activity, and ensuring all crew follow safe working practices.
- Ensure all props, set, and equipment are stored safely and returned at the end of the run.

- Provide a short performance report to the Producer or Director after each show, noting any issues or incidents.

Skills & Qualities

- Strong organisation and attention to detail.
- Calm and effective under pressure, with the ability to problem-solve quickly.
- Good communication and people skills, able to work with volunteers of all experience levels.
- Understanding of stagecraft, Health & Safety, and theatre etiquette.
- Reliability and commitment to attend all required rehearsals and shows.

Time Commitment

- Attendance at production meetings.
- Regular rehearsals, especially technical and dress rehearsals.
- All performances of the production.
- Some preparation time outside rehearsals (prompt book, scheduling, etc.).

This volunteer role offers an exciting opportunity to be at the heart of a live production, supporting performers and crew to deliver an exceptional audience experience.

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