

Stagehand

The stagehand's main duty is to assist the stage manager in the correct and safe rehearsal/performance of a production. You will report to the stage manager and the Technical Director. Remember that all stage managers and designers work in different manners and although the list of duties below is fairly inclusive, YOUR exact duties may vary!

1 – If you have never been a stagehand at Northwest Missouri State University, it is your responsibility to make time with the Stage Manager to discuss any special duties you may have. If you will be operating the fly system, make an appointment with the Technical Director to show you proper operating procedures.

2 – Be prepared to attend ALL technical / dress rehearsals AND ALL performances. As a stagehand, your rehearsal responsibilities begin on a Saturday morning and continue through the NEXT Sunday evening. This generally works out to NINE days. Unless there is a death in your family...including yours...there is NO valid excuse for missing a rehearsal or performance. The stage manager will give you an exact schedule of rehearsals and performances for your specific show.

3 – For all rehearsals and performances, be on time for your call. Better yet, be early. There is an old saying that goes, “If you are not fifteen minutes early, you are late!” Learn to live by and follow this quote!! If you need to eat a meal before your call, be sure to arrive with sufficient time to accomplish this before work starts!

4 – Generally speaking, for most shows, after you arrive in the theater, you will:

a - Sweep and mop the stage, scenery and wings of the theater, being careful to fly out to head height all soft-goods including the cyc.

b – Preset and make sure that all props and scenery are ready to the actors to walk the stage.

c – After the performers walk the stage, check to make sure all scenery and props are still in their proper locations.

5 – The stage manager may have other pre-show duties for you.

6 – Many times as a stagehand, you will be required to move scenery or props during a scene, the stage manager will issue a series of commands. First is usually a “Scenery (or props) Cue XX stand by”, which means the cue is about a half-script page away. When you hear this command, respond by saying “standing by!”. This assures the stage manager that you have heard the command and are ready. The next command you will hear will be, “Scenery (or props) XX...go!”.

7 – When the show or rehearsal is over it is your duty to return all props and special scenery to their proper storage locations. This routine will vary from SM to SM and show to show.

8 – During strike assist in the strike and storage of the lighting unit, cable, color and gobos.

9 - Other duties as assigned.

I, _____ have read the above job description for my duties as _____ for the production of _____. I realize that these duties may be adjusted for, but not limited to the following reasons, show complexity, cast/crew size, cast/crew experience, etc. I will carry out my duties to the best of my abilities and ask questions when I need help.

Signed & Dated,

Student Faculty