

Stage & Production Manager Duties for Black Box productions

- In charge of load-in and strike. They need to know how to lead.
- In charge of setting up the lighting.
- Supposed to set up sound.
- TA is basically the SM, TD and everything else. There to help Directors. They need to have a prepared list of things to do at the load-in and strike.
- Run the boards and Scene Changes if necessary (including transitions).
- If they don't know what to do, ask for help. Don't assume. Ask for it as early as possible. It takes a lot longer to fix things though the space is small.
- When in doubt, go to the Supervisor with help for lights, and if they can't help right away then go to someone else
- TA's also will help pull costumes and find props and find set pieces.
- They're not the other shows TA; they are solely your own TA. If there's more than one show in one night, than they can still collaborate and work together for transition purposes.
- ETC Support line – 1-800-688-4116 they are very helpful. Don't be afraid to call.
- Lighting – Can have about 24 dimmers. You have a front wash and any specials you need. The more shows you have, the less specials you want. Directors would need to coordinate how washes look and how many specials each have. You'll need about 4 dimmers for a wash. The rest can be used for specials.
- Make sure that for the run of the show, every TA has copies of music and the like. Much with a Stage Manager does with a prompt book. This is to ensure that if something were to happen to the STM, the script and technical information will still be available to everyone else.

Load-in list:

Need Seating chart for riser set up

-Clear everything out of black box. All tables go to large props

-Sweep and clean the floor

-Get the risers out the pit. Set up as per floor plan.

-Set up sound and check levels

-After everything in the space has been done, set up lights