

STAGE CREW

The Stage Crew is responsible for completing back stage and on stage tasks during each performance to help the show run smoothly.

Time commitment will be attending some rehearsals and all performances.

The Stage Crew is responsible for reporting any damaged or missing props to the stage manager.

Before each performance:

- Arrive at the theatre at the time designated by the Stage Manager, usually an hour before show time and check in.
- Complete backstage and onstage duties as instructed by the Stage Manager. You may also take props direction from the Props Master if one is on duty backstage during performances. Duties may include one of more of the following:
- Preparing props, eg. resetting gadgets, stocking trays, making fake tea or whiskey, preparing food items; preparing props;

During each performance:

- Wear all black clothing, quiet footwear and ensure jewelry is quiet.
- Complete all backstage and onstage duties. For shows with complicated sets, large casts, many scene changes or loads of props, the stage crew will be kept hopping and will probably find that working from notes in a script will help them to stay on track. For simple shows, short notes or memory will be sufficient as duties may be few with long stretches of no activity in between. Duties may include one or more of the following:
- Conducting scene changes, moving props, furniture or set pieces between scenes and acts.
- Operating special effects, such as wilting flowers, slamming a door or flying a bat across the stage.
- Moving or preparing props for reuse on stage.
- Being at the ready just off-stage to accept or hand off props or costume pieces when time is too short for cast members to return or retrieve them from props table and costume areas

- Collecting used props and costumes and returning them to their proper locations, if required. It is the responsibility of cast members to do so, but the stage crew may assist if the show is fast paced or a large number of props or costume changes occur simultaneously mid show causing the wings to become cluttered.
- Assisting actors with quick costume changes
- Providing spot lighting for actors during dark stage exits and for mid performance backstage tasks
- Relaying messages from cast members to the Stage Manager regarding any problems or emergencies.
- Assisting cast members with emergency issues, eg. missing costume bits, temporary fixes, locating a cough drop or water, etc. Involve the Stage Manager as soon as possible if you need assistance or for anything major.
- Other backstage duties to ensure a smooth performance.
- Report medical, fire, or safety emergencies to the Stage Manager immediately.
- Report any damage or missing props to the Stage Manager
- Avoid talking backstage. The acoustics cause the smallest sounds to travel from the stage area to the audience. We've had reports of backstage whispers being heard in the front rows.

Intermission:

- Clear any debris from the stage
- Move props, furniture or set pieces for the next act
- Complete other backstage tasks as assigned by the Stage Manager
- Remain backstage. Do not go through the stage to the audience

After each performance:

- Once the audience has cleared the house, assist the Stage Manager in resetting the stage for the next performance and checking that props are accounted for, in good condition, and in their correct starting places.