

Stage Manager

Tiffin Foundation for the Advancement of the Arts - Production Role Description

Classification	Production Staff / Artistic Staff (per production appointment)
Prepared For	TFAA productions, programs, and staged events
Purpose	Stand-alone job description for recruitment, onboarding, contracting, and supervision

Position Title: Stage Manager

Reports To: Director for rehearsal coordination and performance execution; Production Oversight for policy, documentation, and operational compliance.

Mission Alignment: TFAA production staff are expected to uphold the organization's commitment to artistic excellence, education, community engagement, collaboration, respect, safety, and responsible stewardship of resources. Each role functions not only as a production assignment, but also as a public-facing representation of TFAA's standards, culture, and mission.

Position Summary

The Stage Manager is the central operational coordinator of the production and is responsible for maintaining order, communication, documentation, timing, and safety from first rehearsal through the final strike.

The Stage Manager builds and maintains the prompt book, records blocking and production changes, distributes rehearsal and performance reports, coordinates backstage activity, and calls the show during performances unless another approved arrangement is made.

Primary Responsibilities

- Create and maintain the production's master rehearsal calendar, contact lists, attendance records, conflict tracking, sign-in procedures, prompt book, preset documentation, cue paperwork, and performance paperwork.
- Prepare rehearsal spaces in advance by checking access, safety conditions, room setup, supplies, furniture, scripts, spike marks, props rehearsal needs, and any department-specific materials required for the day's work.
- Record blocking, scene changes, transition notes, prop tracking, costume needs, timing observations, and other operational details accurately and consistently throughout rehearsals.
- Manage rehearsal flow by calling breaks, keeping time, updating the room on schedule adjustments, and supporting the Director in keeping rehearsals efficient, organized, and respectful of participant time.
- Distribute rehearsal reports promptly after each rehearsal so departments know what happened, what changed, what is needed, and what action items must be completed before the next call.
- Coordinate technical rehearsals in collaboration with the Director and technical staff, including cue-to-cue preparation, paperwork readiness, backstage traffic patterns, headset communication, and sequencing of cue integration.
- Call lighting, sound, projection, deck, and other performance cues with clarity and consistency during tech and performances, using approved cue language and prioritizing safety when holds are needed.
- Maintain backstage discipline and a safe environment by enforcing quiet zones, clear pathways, proper preset procedures, entrance readiness, and fast response to hazards, injuries, or performance interruptions.
- Document incidents, late arrivals, absences, equipment problems, and other operational issues objectively and communicate them through approved production channels.

- Coordinate strike tasks with the production team and ensure backstage materials, props, paperwork, and storage areas are reset and accounted for at the end of the run.

Qualifications and Experience

- Demonstrated stage management, rehearsal coordination, live event calling, or closely related production operations experience.
- Strong organizational ability, calm communication style, and comfort managing multiple moving pieces simultaneously.
- Ability to maintain neutrality, professionalism, and clear documentation under pressure.

Schedule, Attendance, and Professional Expectations

- Attend all required production meetings, rehearsals, technical rehearsals, performances, and strike calls connected to the show.
- Serve as a reliable communication hub without editorializing, gossip, or escalating tension in the room.
- Call holds immediately when safety is compromised and notify production leadership through proper channels.

Working Conditions

- Evenings and weekends, extended tech hours, performance-night work in low-light, headset, and backstage environments, and frequent movement through stage, wings, booth, and audience-adjacent areas.

Acknowledgment

I have reviewed this role description and understand the responsibilities, standards, time commitments, and expectations associated with this position.