



the lovelace theatre group

Stage Manager Role – Updated 25 July 2016

Duties are :-

- Overseeing the design and construction of all sets, props and scenery for shows.
- Overseeing the sound and lighting equipment used by the group.
- Ensuring that productions comply with all relevant legislation (Health and Safety, fire regulations etc.) and that producers/directors are suitably advised of any risks.
- Ensuring that appropriate safety related documentation (such as risk assessments) is completed for shows.
- Ensuring the correct storage and management of props for shows.
- Responsibility for the storage of props, scenery and other physical assets of the group.
- Responsibility for running shows, including scene changes, positioning of props and coordinating backstage, and technical crew.
- Attendance at committee meetings and reporting on production related matters.
- Attendance at the AGM to report on production related matters.
- Committee membership will also include joint responsibility of the wider areas of managing the group eg Various policies, regulatory requirements and Health & Safety issues.