

## **Stage management at Kelvin**

Attend production meetings and ensure you are clear of what is expected of you

Attend rehearsals if you feel it would help

The main part of the job starts the day of the “get in”. You should attend to see the set/props etc being put together so you know how it all works

The technical rehearsal is when you learn what goes where, who goes where etc etc

The dress rehearsal is when things are finalised (usually) and sometimes end up being different to the tech

Ensure there are working batteries in the headsets which are stored in a yellow box on top of the filing cabinet just behind the door on the balcony

Ensure you have a set of keys to the building (including the one to the balcony to let the lighting/sound/DSM team access)

Ensure you are aware of how to work the power and trip switches on the balcony

On performance nights:

- ensure you have working headsets for yourself and whoever will be wearing them in “the box” and have a practice using them (press the large black button under the screen to turn on the “push to talk only” option)
- liaise with the front of house manager at all times
- once the premises are open and the Wesley Road door can be left unlocked, ensure the bells/buzzers are turned off (one switch for all which is high up on the left just inside the door to the hallway from Wesley Road)
- sweep the stage and ensure everything is in its rightful place and that the auditorium is tidy
- turn on all emergency lights (2 at Gloucester Road exit, 1 in main performance hall leading to hallway, 1 just outside the kitchen, 1 over the door to Wesley Road and probably 1 or maybe 2 on the set/stage plugged into 13 amp sockets on the walls – the ones on the set do not immediately switch off, they take about 20 minutes to power down)
- unlock door to Gloucester Road (even if cast are not using it because it is a fire exit)
- wait until almost the last minute (in case of any late incoming calls) and take the phone off the hook in the hallway
- get clearance from FOH manager and call cast to stage (\*)
- when cast in place, inform relevant person over headset that “the show is now theirs” (#)
- at the interval, ensure the cast get back round (if necessary) and up the stairs before the audience are let out
- for the second half – repeat \* and # above
- at “curtain down” ensure cast have all left the performance hall safely before the audience get out
- return phone on hook, lock Gloucester Road door, turn off emergency lights (if you are one of the last to leave, if not, ensure the duty manager knows you have not turned them all off)
- Have a well earned drink