



LOYOLA UNIVERSITY CHICAGO

Preparing people to lead extraordinary lives

DEPARTMENT OF FINE AND PERFORMING ARTS

Production Staff Job Descriptions

Assistant Stage Manager

The Assistant Stage Manager (ASM) has a twofold responsibility. The ASM, in accordance with the Stage Manager (SM) acts as a leader within the production as well as the eyes and ears of the SM backstage, and, during performance, is responsible for the backstage area as well as the training and supervision of the scenic run crew.

THIS LIST OF RESPONSIBILITIES IS NOT EXHAUSTIVE. It should be used as a guideline of the responsibilities of this position on any production. If a question arises about the breakdown of responsibility, one should seek the advice of their Mentor or the Managing Director of the Department.

Pre-Production:

- Attends all production meetings and takes notes on topics discussed.
- Attends auditions and is most likely responsible for organizing sign-in and the coordination of the actors.
- Assists the SM in assembling information for distribution to the cast / production team.
- Under the direction of the SM, meets with TD, Costume Shop Supervisor, and Props Master to acquire materials necessary for rehearsal.

Rehearsal Period:

- Inspects and sweeps the rehearsal space before each rehearsal.
- Ensures the proper storage of all props, furniture, moveable set pieces, and costumes after each rehearsal (and performance).
- Takes line notes, gives notices to actors.
- Prompts actors who drop lines.
- Fulfills all responsibilities designated by the Stage Manager that may be unique to that given production; but may include daily call posting on Calendarwiz, Dial-a-Rehearsal, and on the callboard; scheduling costume fittings; updating the callboard; timing runs; etc.

Tech/Performance Period:

- Inspects the stage before every performance.
- Supervises all crews.
- Keeps in contact with Stage Manager via headset.
- Responsible for the smooth and efficient running of the backstage area at all times. This means supervising all prop, costume, and scenic shifts and making sure they are completed properly and safely.
- Maintains order and cleanliness of backstage area between performances.

Post-Production:

- Submits a report at Post-Mortem.
- Ensures the safe return of all props, costumes, and furniture that were used in rehearsal.

Sage Wisdom From Last Year:

COMMUNICATION—that is the most important information I can give anyone.
“Assistant” may sound easy, but be prepared—it’s lots of work.
Be patient and kind. Your attitude can affect your work and the entire project.