ASSISTANT STAGE MANAGER DUTIES

1. Read the play.

2. Coordinate and chair all production meetings.

3. Organize and run auditions.

4. Coordinate costume fittings (see next page: The Stage Manager and the Costume Shop).

5. Coordinate with Publicity as to hometown forms and press releases.

6. Technical Designers list to Mr. Hunt one week before publicity picture call.

7. Attend all rehearsals -- make rehearsals run smoothly.


10. Take blocking in the book.

11. Take line notes after lines due.

12. Attend pre-paper tech.

13. Attend dry tech and actor tech -- chair each.

14. Call the show.

15. Maintain a neat call board.

16. Conduct a pre-show check list.

17. Solve all personnel problems at the lowest level.
18. Train the Assistant Stage Manager -- delegate duties.

19. Remove call board at end of run.