

# STAGE/PRODUCTION MANAGER & ASSISTANT DIRECTOR APPLICATION

Name: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Year/Major: \_\_\_\_\_

## AREA OF INTEREST

Please check off the areas that you are interested in designing and complete the rest of the application.

- Stage Manager:** Work with Director and Assistant Director; Run Auditions; Schedule Rehearsals; Set Up & Attend Rehearsals; Create Rehearsal Reports & Actors Notes; Call Cues During Shows; Supervise Theater with Producer and Production Manager
- Production Manager:** Manage Production Board; Schedule Production Board Meetings; Establish Deadlines for Technical Designs; Create Tech. Week Schedule; Supervise Theater with Producer and Stage Manager
- Assistant Director:** Assist the Director with all Artistic & Show-Related Needs; Attend Auditions; Attend Rehearsals; Attend Production Board Meetings; Take & Give Notes for the Director (as needed); Be Available for Separate Meetings with the Director

## OTHER INFORMATION

**Specific Interests:**

**Experience (any):**

**Availability (Credit Load, jobs, other clubs, etc.):**

**Comments/Concerns:**

**If you have questions about the Production Board and the responsibilities, please email the Stevens Dramatic Society Executive Board at [sds@stevens.edu](mailto:sds@stevens.edu)**

