

## Profession: STAGE MANAGER

### 1 – Alternate titles and related professions

Alternate titles: Company stage manager, tour stage manager, production stage manager

Related professions: Site manager

### 2 – Functions and activities of the profession

#### Missions

The stage manager prepares, organizes and coordinates the technical operation of shows and events of the public or private organization. He/she contributes to the completion of the project and puts all the necessary human and material means at the disposal of the production.

#### Activities

He/she:

- Organizes all the technical and logistical means necessary to carry out and operate shows and events, in the framework of artistic and cultural projects of the organization;
- Defines needs in terms of technical personnel and constitutes teams, within the scope of the means allocated.
- Manages personnel placed under his/her responsibility;
- Ensures proper reception and working conditions for the artistic and technical teams;
- Verifies conditions of audience reception, comfort, and accessibility;
- Adheres to the allocated budgets and keeps track of technical expenses relating to shows and events;
- Oversees the upkeep and maintenance of stage equipment and performance spaces and venues;
- Surveys the technological modifications and aging of stage equipment and machinery;
- Ensures the implementation of health & safety rules and risk prevention measures relating to professionals and general public.

*The site manager performs a part of the activities of the stage manager under the authority of a technical supervisor.*

### 3 –Responsibilities

He/she is responsible for:

- The proper technical running of the show or event;
- Following the rules of the art relative to his/her activities;
- Adhering to the production and running schedule within the confines of work regulations;
- Adhering to health & safety rules and risk prevention measures applicable to professionals and general public.

## 4 - Skills

### ***Engineering and steering***

#### Specific skills

Understanding artistic requests;

Mobilizing technical knowledge and know-how, particularly among the various technical fields of shows and events;

Grasping the technical impact of trends and aesthetic movements within the discipline(s) of the organization and at his/her level of activity;

Evaluating technical feasibility of an artistic or cultural project, in conjunction with the technical director and the various technical managers and heads of technical departments involved;

Proposing options and/or implementing necessary technical adaptations to suit existing constraints, and having these validated by the technical direction department;

Analyzing technical riders or production requests with the artistic and technical teams;

Establishing the technical rider for a show or event on tour;

Organizing and handling the logistical and technical demands of a show or event on tour;

Proposing priorities for purchases, rental, refurbishment, or adaptations of technical equipment;

Proposing improvements to functionality;

Participating on overseeing renovation and construction works of the stage and stage area, in the context of supervisor.

#### Cross-sector skills

Running projects, operations or works	<p>Steering operations and programs</p> <ul style="list-style-type: none"> <li>Scheduling and budgeting the carrying out of a program or operation;</li> <li>Coordinating actions by the project management;</li> <li>Establishing progress reports, and consulting/providing indicators and dashboards;</li> <li>Inspecting the execution of works of the program or operation;</li> <li>Recording and evaluating compliance of completed work.</li> </ul>
	<p>Site organization and operation</p> <ul style="list-style-type: none"> <li>Planning and coordinating on-site activities of external firms;</li> <li>Organizing on-site meetings;</li> <li>Overseeing the application of standards and implementation techniques;</li> <li>Overseeing the execution of works and their compliance to rules of the art and health &amp; safety;</li> <li>Inspecting the completion and compliance of work performed.</li> </ul>
Support - Studies	<p>Assistance and technical support to the departments of the organization or community/local authority</p> <ul style="list-style-type: none"> <li>Writing recommendations or advice in the context of the examination of a project file;</li> <li>Proposing solutions to improve processes and functionality of services;</li> <li>Providing technical support to users of equipment or machinery;</li> <li>Write and circulate notices, instructions, and procedural notes.</li> </ul>
	<p>Study assignments</p> <ul style="list-style-type: none"> <li>Defining and implementing procedures for data collection, treatment, and inspection;</li> <li>Analyzing and interpreting quantitative and qualitative data;</li> <li>Writing and formatting a study report;</li> <li>Communicating and circulating study results.</li> </ul>

Facilities management	Management of facilities, machinery, and equipment Conducting an inventory Organizing maintenance of equipment and machinery and following the completion of works; Estimating and optimizing running costs of equipment; Establishing and enforcing house rules; Maintaining relevant statutory documentation up to date; Drawing attention to risks, malfunctions, wear and tear, and compliance to standards.
Surveillance - Observation	Surveillance and observation in the sector Researching, analyzing, and circulating information; Establishing and developing databases of documentation and information; Constituting and developing a professional network; Undertaking comparative studies.

### ***Organization and management***

#### Specific skills

Updating and overseeing adherence to technical rider for venues, shows, and events;

Identifying specific characteristics and constraints of venues for shows and events, and determining what measures are needed to address these;

Planning/scheduling actions by technical personnel and coordinating co-activity from rehearsals through to get-in/set-up and get-out/take-down, operation, maintenance, and archiving;

Anticipating potential logistical problems;

Managing the use of the production/performing venues for shows and events, and ensuring the follow-up of the reverse schedule;

Circulating necessary documents and guidelines to working technical teams (schedule, plans, crew contact details, etc.)

Receiving outside contractors to the organization establishment (artists, technicians, service providers), from arrival to departure;

Managing transportation equipment and logistics;

Taking delivery of purchased or hired equipment, and making returns;

Supervising the get-in/set-up get-out/take-down and the running of stage machinery;

Resolving or getting resolved technical problems affecting the proper running of the operation;

Verifying audience is properly greeted and attended to in the performance areas;

Verifying that the artistic, technical and front-of-house teams are ready, and authorizing the start of the performance of shows and events;

Gathering and analyzing feedback from technical and artistic teams;

Applying and enforcing work regulations;

Overseeing the application of regulatory procedures relating to production and running of shows and events.

Cross-sector skills

Organization – Management	<p>Team leadership</p> <p>Leading, following, and overseeing department activities;</p> <p>Delegating responsibility;</p> <p>Harmonizing working methods between departments;</p> <p>Moderating department meetings;</p> <p>Mediating and settling conflicts;</p> <p>Organizing circulation of information within the departments;</p> <p>Participating in defining functional requirements of software applications and overseeing performance of tests and entry into service.</p>
	<p>Activity reports</p> <p>Organizing tasks according to action plan;</p> <p>Proposing improvements in order to provide better service;</p> <p>Accounting for completed work and results and conditions of action.</p>
Evaluation – Quality inspection	<p>Follow-up and inspection of services provided by third parties</p> <p>Verifying technical information from project managers;</p> <p>Accepting and verifying compliance of work and services provided by third parties;</p> <p>Following up work completed by project managers;</p> <p>Supervising delegated workers and public service operators.</p>
Upkeep – Maintenance	<p>Organization and inspection of upkeep and maintenance operations</p> <p>Proposing and scheduling a maintenance plan or plan for equipment and product refurbishment;</p> <p>Establishing a maintenance protocol and following user instructions for equipment or products;</p> <p>Defining and implementing inspection and traceability procedures for equipment and products;</p> <p>Evaluating wear and tear and risks of malfunction of equipment or machinery;</p> <p>Negotiating with various service providers and suppliers.</p>
	<p>Management of supplies and stocks</p> <p>Conducting inventory of equipment, products and disposing of outdated products;</p> <p>Applying storage rules for equipment and products;</p> <p>Updating documentation tracking consumables and quantifying needs for equipment and products;</p> <p>Placing orders for supply;</p> <p>Taking delivery and inspecting the condition and quality of incoming equipment and products.</p>
Other	<p>Use of technical professional English;</p> <p>Undertaking required travel while carrying out assignments.</p>

**Administration**

Specific skills

- Establishing procedural forms for work organization;
- Establishing procedural forms for technical equipment management;
- Compiling a contact list for specialized service providers and suppliers.

Cross-sector skills

Administrative management	<p>Examining files and applying procedures</p> <p>Writing and sending administrative documents;</p> <p>Filling out follow-up forms;</p> <p>Gathering, classifying, and archiving documents.</p>
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## **Human resources**

### Specific skills

Compiling lists and files of qualified technical professionals;  
Verifying the qualifications of fixed-term contract technical employees, in particular compulsory training;  
Contacting technical fixed-term contract personnel for work assignments;  
Providing necessary information on fixed-term contract technical employees for writing contracts;  
Encouraging collaboration between different teams working on a show or event;  
Involving teams in health & safety issues and issues of risk prevention and hardship in the workplace.

### Cross-sector skills

Human resources management	Participating in human resources management: Participating in job description definition; Participating in recruitment procedures; Greeting and following the activities of a new employee for integration or apprenticeship purposes; Taking note of requests and needs for employee/contractor skills and training; Managing personnel work schedules, holidays, and absences; Evaluating employees/contractors.
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## **Budget**

### Specific skills

Participating in setting a technical budget for shows or events;  
Committing and tracking expenses relating to personnel and technical requirements of a show or event, within the confines of the budget allocated by the technical director and/or administration;  
Identifying unforeseen expenses and having these validated by the technical director and/or administration;  
Making a case for the need to purchase particular equipment, consumables or services;  
Requesting estimates, verifying their compliance, and issuing purchase orders with suppliers or service providers;  
Negotiating prices with suppliers and service providers within the confines of the allocated budget and following procedures, in particular those regarding public procurement.

### Cross-sector skills

Budget management	Budget execution Making financial transactions whether spend or revenue; Managing a fund; Writing a purchase order or other form of commitment to purchase; Verifying invoices.
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## ***Health & safety and risk prevention***

### Specific skills

Verifying proper working order of stage areas, surroundings, and equipment rooms;

Verifying compliance and proper use of stage equipment and machinery;

Proposing and implementing safety countermeasures to address operational constraints;

Identifying and evaluating health & safety risks, and alerting the technical direction department or the organization administration;

Applying and enforcing “ERP” regulations (Etablissements recevant du public / Establishments open to the general public) regarding fire safety and accessibility;

Participating in drafting the Risk Assessment;

Participating in drafting the risk prevention plan in the workplace and ensuring its application;

Maintaining up to date and making available safety log books and the calendar/schedule tracking regulatory inspections relating to the stage areas;

Organizing and tracking regulatory inspections for compliance of stage installations, and reacting to recommendations.

### Cross-sector skills

Safety in the workplace	Overseeing health & safety rules in the workplace Alerting to malfunctions and rule infringements; Putting in place countermeasures for individual and collective protection; Supervising training and qualification of operators/contractors to use equipment and machinery; Keeping abreast of changes in regulations.
	Application of health & safety rules in the workplace Learning and adhering to rules and guidelines; Making sure tools and equipment are in proper working order; Using individual and collective protective equipment; Alerting others and protecting one's own actions through the appropriate means; Storing, handling, and safely disposing of products and waste.

## **5 - Place in the company's organizational chart**

The stage manager is a manager in the technical chain.

He/she has a managerial post within the technical team, placed under the authority of an immediate superior.

He/she collaborates directly and closely with the technical direction department and/or the organization or establishment administration.

He/she has a hierarchical command over the technical managers and technicians within his/her area of responsibility.

He/she may delegate certain tasks to the technical managers.

He/she is a key contact person for artists and crew.

## 6 – Job category

- Under the French national collective convention for artistic and cultural businesses (IDCC 1285): Technical Chain, the stage manager is a class 4 manager;
- Under the national collective convention for private sector businesses in the performing arts (IDCC 3090): Live Arts Technical Chain, the stage manager is a class 2 manager;
- Under the national collective convention for technical businesses serving creative production and live events (IDCC 2717): Performing Arts and Live Events Chain, the stage manager is a class 7 manager;
- Depending on the legal nature of the organization, he/she may also have another status (e.g.: contracting agent, or assigned/delegated agent of the national or local/regional civil service)
- In the French civil service, he/she is part of a technical chain, in the framework of employment of regional/local technicians (category B).

## 7 - Possible paths towards exercising this profession

The profession of stage manager may be exercised:

- following professional experience in another profession in the performing arts, particularly in the technical fields, supplemented by phases of continuous training;
- after a path of professional training certified at level II preparing for this profession, supplemented by experience in the sector.

## 8 - Possible variations according to sector or type of organization

The job of stage manager may be carried out within widely varying professional situations, depending on the type and size of the organization, its activities, and the human and technical resources at its disposal. The context in which the job is exercised determines the scope of activities and responsibilities and its status.

He/she may manage technical teams of highly variable sizes, depending on the type of organization or establishment.

He/she may manage resources, stage equipment and machinery, and infrastructure elements of many different sizes.

He/she may be assigned to technical management on a program for one or several seasons, or for a specific production, or even for a variety of cultural activities.

He/she may work under very different configurations in venues that may or may not be equipped, or even out of doors.

He/she may work for distribution/exhibition organizations (theatres, cultural venues, festivals, etc.), for producers with or without fixed residence (companies, music producers) or for technical or event management service providers.

The stage manager may be responsible for several simultaneous or consecutive shows or events, on a single venue or in several venues. He/she may exercise his/her profession on tour.

He/she may hold certifications, accreditations, authorizations and specific permits (SSIAP, SST, CACES, electricity, machinery/hoisting, etc.).

In the case of a public organization, he/she must be aware of the organization's principles relating to its public service remit as well as the fundamental guidelines governing public procurements.

## 9 – The profession in the future

### Factors of change

#### Institutional and political factors

- Changes in local jurisdiction and pooling of resources between communities;
- Increase in number of venues for productions and events under the remit of local authorities;
- Increase in the amount of international cultural exchanges.

### Artistic factors

- Development of cross-disciplinary productions and hybrid works that draw on a wider variety of technical teams and technologies;
- Development of new stage aesthetics, introducing new technologies of light, imagery, video, sound, virtual reality, 3D printing, etc.;
- Development of production of shows and events in alternate spaces and venues not designed for the performing arts.

### Economic factors

- Increase of co-productions with different types of entertainment promoters, and pooling of resources together;
- Emergence of new modes of production relating to budgetary constraints, and necessitating shorter production periods, greater reactivity, continuous reorganization, and a multiplication and greater variety of partners;
- Emergence of new modes of production, distribution, touring, and exhibition relating to international trends;
- Multiplication of non-institutional venues and events;
- Outsourcing of a section of personnel and technical means within service provider companies dedicated to the performing arts and events;
- Variation of financial means.

### Technical factors

- Development of robots, development of computerized networks;
- Accelerated obsolescence of equipment and machinery related to technological advances;
- Diversification of the organization's offer of service through digital means;
- Changes to the entire skill sets of technical teams;
- Dematerialization of documents and procedures.

### Social factors

- Development of egalitarian policies of access to professions: gender parity, people with disabilities, etc.
- Implementation of policies encouraging sustainable development;
- Increasingly complex regulations relating to health & safety and risk prevention, being applied to both professionals and general public.

### **Factors of change affecting the profession of stage manager**

- Development of administrative and regulatory responsibilities;
- Increase in responsibilities relating to organizing teams;
- Use of scheduling software and human and technical resource management software;
- Development of capacities of expertise;
- Elongation of the preparation phase and of configuration of equipment and machinery before production due to new technologies;
- Greater demands on technological awareness, and more research and development activities, to identify new developments and anticipate needs;
- Deeper specialization within technical teams.