

Emerson Stage Company Management

The company manager reports to general management and is the liaison between general management and the cast and crew.

The job duties and responsibilities are as follows:

I. Contracts and Letters of Agreement

A. Acting Company and Stage Management

Immediately following the casting announcement, prepare contracts in duplicate for entire acting company and stage management team.

- Complete the show/person-specific fields in contract template
- Attach a rider to each actor's contract consisting of a copy of the daily availability and other conflict dates listed at time of audition
- First, obtain the General Manager's (GM) signature on each contract as "Producer"
- Second, obtain the Director's signature on each contract
- Make a duplicate copy
- Establish "office hours" in Emerson Stage Office for actors and stage managers to pick up both copies and return signed contracts
- Review any questions or concerns from actors with general management, stage management, and director
- Actor should retain one copy of signed contract. File second copy with GM

B. Student Designers and Technicians

- Complete the show/person-specific fields in the letter of agreement template
- Attach a position-specific rider to each designer/technicians agreement found at esproduction.org
- Attach a copy of the Production Dates document found at esproduction.org
- Obtain the appropriate Faculty Advisor's signature for each individual and the Production Manager's (PM) signature on each contract
- Make a duplicate copy of letter of agreement
- Establish "office hours" in Emerson Stage Office for designers and technicians to pick up and return signed contracts. Seek out individuals as needed
- Review any questions or concerns from designers/technicians with general management and/or production management
- Designer/technician should retain one copy of signed contract. File second copy with GM

C. Guest Artists

At the direction of general management, assist in fulfilling the terms of agreement including payments, housing, transportation, hospitality, and support at related meetings and events.

D. Musicians

At the direction of general management, assist in fulfilling the terms of agreement including payments, instrument cartage, hospitality, and support at related meetings and events.

- Assist GM in researching/devising pay rates
- Assist GM in drafting letter of agreements as needed
- Attend first rehearsal in which musicians are present to present letters of agreement and required tax forms (W-9)

II. Publicity and Marketing

A. General Release Forms

Collect a General Release Form for everyone involved in the production to allow Emerson Stage the right to use names and biographical information, likenesses, images, voice, and performances for our business purposes.

- First consult the “Talent Release Database” in Google Docs. If a release is already recorded as being on file, a new release is not needed.
- Contact all individuals without a release on file to distribute and collect signed forms

B. Hometown Information

Publicity information is shared with the Emerson College Office of Communications and Marketing, which will use the information to pitch stories to hometown newspapers of each individual.

- Complete the Hometown Info template with information (Name, Hometown City, State, Zip Code, Major of Study, and YOG) for every student working on production
- Information can largely be gathered using the “Student Hometown Database” in Google Docs, however it will likely be necessary to reach out to individuals at rehearsals, production meetings, etc.
- A complete listing should be submitted to the Assistant to the General Manager (AGM) by the end of the second week of rehearsal (see AGM for exact dates)

C. Press

Assist in facilitation of media visits (i.e. Berkeley Beacon, Emerson Independent Video, Boston Globe) to rehearsal and off-site interviews and press events (i.e. WERS) as required.

D. Social Media

Contribute in meaningful ways to content and promotion via Twitter, Facebook, and Emerson Stage blog.

E. Photography

Greet and facilitate needs of photographer during the final dress rehearsal and as needed during other events.

III. Program and Collateral Materials

A. Program Bios

Collect and edit bios for the program according to the Emerson Stage Style Guide.

- Include all actors, Director, Musical Director, Scenic Design, Costume Designer, Lighting Designer, Sound Designer, Props Master, Dramaturg, and Stage Manager. Also include Associate Designers (not Assistants) if applicable.
- Maximum Cast Length: 65 words
- Maximum Creative Team Length: 175 words
- Bios should be concise and professional
- A complete document with all bios should be submitted to the AGM by the end of the second week of rehearsal (see AGM for exact dates)

B. Director's Program Note

Interface with director as needed to adequately prepare him/her for deadlines and content in consultation with general management.

- Maximum Length: 500 words
- Submitted to AGM by Monday of week preceding show week

C. Program Approval

Beginning one week prior to opening, on the Thursday night crew run, collect signatures of approval or edits from each person listed in the program.

- Must attend rehearsal in which the run crew is first present
- Must be available throughout Tech weekend
- Approved/edited program draft is due back to AGM by 10:00a on the Monday after Tech

D. Signed Posters

Prepare and distribute signed show posters to cast, creative team, and others as needed.

- Label show posters with the names of all cast members, Director, Musical Director, Assistant Directors, Scenic Design, Costume Designer, Lighting Designer, Sound Designer, Props Master, Dramaturg, Stage Manager, and one for Emerson Stage and lay out in green room during dress rehearsals
- Distribute signed posters to appropriate individuals following final performance
- Return signed poster for Emerson Stage to AGM for inclusion in archives

IV. Ticketing and Audience Engagement

A. Company Ticketing

Assist general management in communicating and executing company and comp ticketing policies.

- Become knowledgeable on the Emerson Stage comp ticketing policy, ticket prices, and Office of the Arts box office hours and policies
- Field requests to attend final dress rehearsal and maintain list of guests. Requests should be approved by the director and stage management and should be discussed with general management

B. Ticket Monitoring

Review ticket sales with general management on a weekly basis.

V. Rehearsals, Meetings, and Events

A. Rehearsals

Attend at least one rehearsal per week as the representative from management and at other times as needed.

- Recommended day to attend is Thursday (typical Actors' Equity Association pay day)
- Check in with actors, stage managers, directors
- Answer questions, receive feedback, etc.

B. Production Meetings

Attend all scheduled production meetings to communicate ticketing and other company-related updates. Updated meeting schedules are maintained by production management at esproduction.org.

C. Events

Support general management at other events as required.

Events may include the following:

- Opening Night
- Donor/VIP
- Kennedy Center American College Theater Festival (KCACTF) respondent feedback sessions
- Dramaturgy events, post-show talk backs
- Forums and panels

Additional duties and responsibilities may be assigned by general management as required.