



## By-Laws – Supporting Schedule II

### **Additional Positions and Roles:**

#### ***House Manager:***

The House Manager is a volunteer position and is selected for each individual performance of all Mainstage productions. The House Manager has the following responsibilities:

1. The House Manager should be present to set up the lobby, train ushers, and monitor activities in the lobby until the house opens.
2. The House Manager should monitor activities in the lobby and house until the show starts, during intermission, and until the house closes after the show.
3. The House Manager will restrict unauthorized persons from the auditorium and backstage areas.
4. The House Manager will assist the House/Usher Coordinator with maintaining a lost-and-found and coordinating concession purchases/sales.
5. The House Manager will be responsible for handling all customer service-related issues before, during, and after performances.
6. The House Manager will work with the Box Office Manager, the Stage Manager, and other staff to coordinate the start of each show and the end of each intermission.
7. Once the house closes, the House Manager will then make sure the lobby is cleaned up and all materials appropriately stored.
8. In the event of an accident or emergency, the House Manager will notify the Stage Manager immediately, either directly or via messenger. The House Manager will then assist the Stage Manager, or their delegated assistant as needed.
9. For the purposes of decision-making, the House Manager reports to the Stage Manager.

#### ***Stage Manager:***

The Stage Manager is a paid, contracted position. The Stage Manager has the authority to act on the Company's behalf during each performance. For the purposes of the duties and authority described here, a performance is defined as beginning 75 minutes before the scheduled start time of a show and continuing until 15 minutes after the show ends. The Stage Manager may be assigned/accept a variety of duties and tasks from the production teams of a show. In addition to these various duties, the Stage Manager has the following additional responsibilities and authorities:

1. The Stage Manager will be responsible for all cast and crew, as well as the health and safety of all staff, volunteers, and patrons from the time they are called until 15 minutes after the show. If no named staff member is present, the Stage Manager is responsible until all patrons, cast, crew, and volunteers leave the building.
2. In case of accident or emergency, the Stage Manager will be notified at the first opportunity. The Stage Manager will then assess the situation and determine the proper course of action. The Stage Manager will consult with the Technical Director, if possible, on any issues. If the Stage Manager is not available, the Technical Director or a senior crew member may independently address emergencies at hand. In any case, the first priority shall be the health, safety, and wellbeing of all individuals involved.
3. The Stage Manager will act as the primary point of contact for any and all emergencies during a performance.



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4. The Stage Manager can appoint an appropriate delegate to address specific incidents as is appropriate for the time and situation.

For the purposes of decision making, the Stage Manager has autonomy during a performance. The Stage Manager is encouraged to consult with a member of the Executive Committee about any potentially sensitive issue before making permanent decisions. Outside of performance periods, the Stage Manager reports to the Executive Committee members.