

Stage Management Apprentice Competencies and Feedback Form

The Council Policy Advisory Group for Stage Management has created this resource as part of its commitment to enhance learning opportunities for apprentices. It is intended to facilitate dialogue between the apprentice and the stage manager, providing the apprentice with both a guideline of expected professional conduct and feedback on their developing skills. Use of this form will allow the apprentice to take a more proactive approach to his or her own professional development.

Use of this educational resource is voluntary and confidential. Once completed, it must be returned to the apprentice, with no additional copies made. It is not for use for any other purpose by the engager, the Canadian Actors' Equity Association, or the stage manager, nor by the apprentice as a letter of reference.

APPRENTICE:	DATE:
PRODUCTION:	COMPANY:
STAGE MANAGER:	ASSISTANT STAGE MANAGER:

Stage Management Skills

COMMUNICATION

The apprentice demonstrates...	Excellent	Good	Satisfactory	Requires Work
Active listening skills				
The ability to ask questions clearly				
The ability to understand instructions				
The ability to articulate problems and ask for assistance				
The ability to understand and assess concerns of others				
The ability to communicate clearly and concisely (verbal)				
The ability to communicate clearly and concisely (written)				
Computer literacy (e.g. competent with Word, Excel, etc.)				
A basic knowledge of industry terminology				
Comments/Notes:				

WORKING AS PART OF A TEAM

The apprentice demonstrates...	Excellent	Good	Satisfactory	Requires Work
The ability to work in a collaborative manner				
The ability to take direction				
The ability to work independently				
The ability to take initiative when appropriate				
The ability to work in a confident manner				
The ability to observe and facilitate the "creative process"				
An awareness of his/her own position within the structure				
Comments/Notes:				

EFFICIENCY

The apprentice demonstrates...	Excellent	Good	Satisfactory	Requires Work
The ability to prepare and prioritize				
Organizational skills				
The ability to complete tasks in a reasonable amount of time				
An aptitude for attention to detail				
The ability to carry out instructions				
The ability to complete task accurately				
The ability to fully focus on work when required				
The ability to foresee/anticipate the need to do a task				
The ability to multitask				
Comments/Notes:				

RESPONSIBILITY

The apprentice...	Excellent	Good	Satisfactory	Requires Work
Accepts and acknowledges assigned tasks				
Demonstrates the ability to carry task through to completion				
Demonstrates the ability to work without constant supervision				
Comments/Notes:				

ADAPTABILITY

The apprentice demonstrates...	Excellent	Good	Satisfactory	Requires Work
The ability to work at different speeds/increase pace				
The ability to be flexible and embrace change when priorities shift				
Comments/Notes:				

JUDGEMENT

The apprentice...	Excellent	Good	Satisfactory	Requires Work
Demonstrates the ability to remain calm & collected during stressful situations				
Demonstrates attention to personal wellbeing (sleep, food, reasonable work hours)				
Displays willingness to ask for support from SM team in difficult situation				
Exhibits compassion and perceptiveness				
Avoids spreading rumour and gossip				
Appreciates need for a sense of humour				
Comments/Notes:				

SELF-IMPROVEMENT

The apprentice demonstrates...	Excellent	Good	Satisfactory	Requires Work
An interest in learning and improving skills				
The ability to accept constructive criticism				
The ability to acknowledge and correct his or her errors				
Comments/Notes:				

PRODUCTION PROCESSES

The apprentice demonstrates...	Excellent	Good	Satisfactory	Requires Work
An understanding of the Prep Process				
An understanding of the Rehearsal Process				
An understanding of the Technical Process				
An understanding of the Performance Process				
A basic understanding of the applicable Equity agreement				
Comments/Notes:				

APPRENTICE SELF-EVALUATION

This is the point at which you take some time to evaluate your own comfort and skill with key aspects of the work you did.

The following is a list of general duties that may be expected of the apprentice during prep week, rehearsals, tech and performance. The answers you provide can be used either for self-guided learning on future shows, or as part of a discussion with your SM.

Please indicate your level of comfort and expertise for each task. If some of them are duties not assigned to you for this show, or not applicable to the show, mark them as “N/A” and consider seeking future opportunities to fill in those blanks.

PREP WEEK

	Very Confident	Confident	Unsure	No Clue	N/A
Preliminary paperwork from script (e.g. scene breakdown, set, props, costume, lights, sound lists)					
Company/contact list					
Preparing daily documents (e.g. rehearsal schedule, production notes)					
Checking/understanding production schedule					
Working with design information/documents/plans					
Using a scale rule					
Taping the floor					
Assembling (pulling) rehearsal set, prop and costume pieces					
Prep of rehearsal hall including first aid					
Prep of SM/production office					
Prep of call boards					
Prep of welcome package/actors kits					
Prep of own script					
Deputy package/election					
Prep for first day of rehearsal					
Comments/Notes:					

REHEARSALS

	Very Confident	Confident	Unsure	No Clue	N/A
Health and safety awareness					
Daily prep of rehearsal room/green room/coffee					
Daily rehearsal schedule					
Daily production notes					
Inter-departmental communication					
Follow up of production notes					
Prompting					
Script changes					
Tracking production elements/notation					
Applying and updating spike marks					
Developing preset documents					
Updates of production paperwork					
Production meetings					

REHEARSALS continued

	Very Confident	Confident	Unsure	No Clue	N/A
Line notes					
Line runs					
Recording timings					
Notation of backstage cues in script/running lists					
Costume and/or wig fittings					
Packing up of rehearsal hall					
Comments/Notes:					

TECH PERIOD

	Very Confident	Confident	Unsure	No Clue	N/A
Setup at the theatre					
Transfer of spike marks to stage					
Organizing backstage/backstage pack					
Creating and updating preset documents					
Health and safety awareness					
First rehearsal onstage					
Headset etiquette					
Cueing/communication with actors and crew					
Basic understanding of crewing options/parameters/jobs					
Paperwork for crew (running lists)					
LX walking					
Scene changes					
Dressing room allocation					
Incorporating tech in Q to Q or rehearsals					
Tech runs					
Quick change rehearsals					
Dress rehearsals					
Notes sessions					
Collecting/safekeeping of "valuables"					
Media calls/paperwork					
Comments/Notes:					

PERFORMANCE

	Very Confident	Confident	Unsure	No Clue	N/A
Previews					
Opening					
Preshow routine					
Presetting the stage					
Running lists					
Post show routine					
Maintenance of production elements					
Assisting in strike					
Archiving a show					
Participation in a post mortem					
Comments/Notes:					