

University of North Carolina at Asheville
Department of Drama
Competence Demonstration

Competence Evaluation - Assistant Stage Manager

Student's Name _____

Production _____ Date _____

Category _____ Faculty Juror _____

Please evaluate the drama major's progress toward satisfying an Assistant Stage Manager competence.

Knowledge

1. Is as familiar with the production as the Stage Manager.

Unsatisfactory Poor Average Good Excellent

2. Is familiar with how dialogue is conducted backstage and on headphones.

Unsatisfactory Poor Average Good Excellent

3. Understands the functions of the prompt book and how it is laid out.

Unsatisfactory Poor Average Good Excellent

4. Realizes that he/she is an extension of the Stage Manager and can substitute if necessary.

Unsatisfactory Poor Average Good Excellent

Skill

1. Responds to all cues over the headphones in a professional manner.

Unsatisfactory Poor Average Good Excellent

2. Coordinates with the Properties people on rehearsal and performance needs. Develops an organized schedule of pre-sets for props.

Unsatisfactory Poor Average Good Excellent

3. Beginning with the first run through rehearsal, actively leads by participating in the Stage Crew's duties, and organize specific Stage Crew assignments.

Unsatisfactory Poor Average Good Excellent

4. Beginning with the technical rehearsal, maintains communication with the Stage Manager, over the headsets, and becomes his/her extension downstairs, calling actors, checking props, verifying the proper placement of set pieces, etc..

Unsatisfactory Poor Average Good Excellent

5. Holds book in rehearsal, stands in for missing actors, sets rehearsal props, and calls actors as necessary.

Unsatisfactory Poor Average Good Excellent

6. Takes all appropriate line and blocking notes.

Unsatisfactory Poor Average Good Excellent

7. Accepts all responsibilities assigned by the Stage Manager.

Unsatisfactory Poor Average Good Excellent

8. Returns all headphones to the Stage Manager for proper storage after each rehearsal and performance.

Unsatisfactory Poor Average Good Excellent

9. Supervises running crews and insures that they perform their duties in a professional matter.

Unsatisfactory Poor Average Good Excellent

Dedication/Initiative

1. Reports promptly and in proper attire for each rehearsal and performance.

Unsatisfactory Poor Average Good Excellent

2. Remains on task until released by the Stage Manager at every rehearsal and performance worked.

Unsatisfactory Poor Average Good Excellent

3. Remains after the final performance to strike sets, props, costumes & lights, assuring that all materials are neatly and correctly stored.

Unsatisfactory Poor Average Good Excellent

4. Takes initiative to identify problems and find solutions.

Unsatisfactory Poor Average Good Excellent

Collaboration

1. Cheerfully seeks and accepts direction from the technical director, director, & stage manager.

Unsatisfactory Poor Average Good Excellent

2. Works harmoniously with faculty, cast, and crew.

Unsatisfactory Poor Average Good Excellent

3. Remains mutually supportive of fellow crew members.

Unsatisfactory Poor Average Good Excellent

4. Contributes to a positive and productive environment throughout the production period.

Unsatisfactory Poor Average Good Excellent