

**STAGE MANAGEMENT APPRENTICE COMPETENCIES AND FEEDBACK FORM**

The Council Stage Management Committee 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 their 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.**

**Note to the SM:** everyone approaches apprenticeship from a different place, with varying experience, skills, knowledge and abilities. The SM Committee encourages reasonable accommodation in expectations for apprentices who have a declared disability or other challenge. The goal in all cases is to allow people to move forward from their current skill level toward improvement, not the achievement of an idealised perfection.

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

**Stage Management Skills**

**COMMUNICATION**

The apprentice can...	Good	Satisfactory	Requires Work
Use active listening skills			
Ask questions clearly			
Understand instructions			
Articulate problems and ask for assistance when needed			
Understand and assess concerns of others			
Communicate clearly (in both verbal and written formats)			
Use common office-oriented software			
Understand and use industry terminology			
Comments/Notes:			

## WORKING AS PART OF A TEAM

The apprentice can...	Good	Satisfactory	Requires Work
Work in a collaborative manner			
Take direction			
Can work independently when needed			
Understand their position within the team structure			
Comments/Notes:			

## EFFICIENCY AND ORGANIZATION

The apprentice can...	Good	Satisfactory	Requires Work
Prepare for, organize and prioritize tasks			
Reasonably foresee/anticipate the need to do a task			
Shift between and balance different tasks as required			
Complete tasks in a reasonable amount of time			
Create accurate paperwork with an appropriate level of detail			
Focus on tasks and remain attentive to their work environment			
Comments/Notes:			

## RESPONSIBILITY

The apprentice...	Good	Satisfactory	Requires Work
Accepts and acknowledges assigned tasks			
Carries task through to completion			
Takes initiative when appropriate			
Tracks and reports hours as required			
Comments/Notes:			

## ADAPTABILITY

The apprentice...	Good	Satisfactory	Requires Work
Can work at different speeds/increase pace			
Is flexible and can embrace change when priorities shift			
Can work in different locations/environments			
Comments/Notes:			

## JUDGEMENT

The apprentice...	Good	Satisfactory	Requires Work
Remains calm and collected during stressful situations			
Pays attention to their personal wellbeing (sleep, food, reasonable work hours)			
Is willing to ask for support from SM team in difficult situations			
Demonstrates awareness and sensitivity to the needs of the room			
Avoids spreading rumour and gossip			
Appreciates the need for a positive and professional attitude			
Comments/Notes:			

## SELF-IMPROVEMENT

The apprentice...	Good	Satisfactory	Requires Work
Demonstrates an interest in learning and improving skills			
Can accept constructive criticism			
Acknowledges and corrects their errors			
Comments/Notes:			

## PRODUCTION PROCESSES

The apprentice demonstrates...	Good	Satisfactory	Requires Work
Practical awareness of the different phases of the production process (prep, rehearsal, technical, performance, pack-up/archiving)			
An understanding of what is needed for support in each of these phases.			
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 team.

Please indicate your level of comfort and expertise for each area. 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 and GENERAL

	Confident	Unsure	No Clue	N/A
Preliminary paperwork from script (e.g. scene breakdown, set, props, costume, lights, sound lists)				
Company/contact list				
Preparing document templates for future need				
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				
Liaison package/election				
Prep for first day of rehearsal				
Knowledge of the relevant Equity agreement				
Awareness of how work hours are tracked and paid				
Comments/Notes:				

### REHEARSALS

	Confident	Unsure	No Clue	N/A
Health and safety awareness				
Daily prep of rehearsal room/green room/				
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

	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

	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)				
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 and photo calls				
Comments/Notes:				

## PERFORMANCE

	Confident	Unsure	No Clue	N/A
Previews				
Opening				
Pre show 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:				

**PERSONAL WELLBEING AND RELATIONSHIPS**

	Confident	Unsure	No Clue	N/A
Managing stress				
Self-care (sufficient sleep, breaks, healthy food, etc.)				
Managing work hours and time use				
Working with the SM team				
Working with the rest of the show team (cast, crew, admin, etc.)				
Comments/Notes:				