

**Title:** STAGE MANAGER - Volunteer

**Responsible to:** A/V Worship Lead

**Purpose:** Produce the best possible atmosphere by managing the event schedule and plan. This includes, but is not limited to, cueing event participants for stage entrances and exits, and calling the show for lighting and sound .

**Qualifications & Skills Required:**

1. Is able to work in a team settings and take directions.
2. Has experience calling theatrical or church productions.
3. Is organized and can take written plans and help them come to life.
4. Has good communication skills.
5. Is able to think quickly and react/trouble-shoot properly in high stress situations.
6. is Willing to attend training sessions and read/watch other training material for improving existing skills.

**Length of Service:** MCC Conference 2016

**Time Required:** Schedule to be posted at a later date. Dependant on Conference Schedule

**Tasks:**

*Pre-event*

1. Meet with the AV WorshipLead.
2. Perform proper stage and back stage check.
3. Ensure all technicians have completed their pre service/meeting checks.
4. Ensure all scheduled participants are available and in attendance.
5. Issue back stage calls accordingly.
6. Attend rehearsals as required.

*During Event*

1. Responsible to call the show, cue to cue.
2. Responsible for following worship and other leaders' direction during events.
3. Responsible for communicating changes via clearcom.
4. Responsible for following stage and schedule cues.
5. Responsible for creating calm and organized backstage environment.
6. Responsible for providing a distraction-free service

*Post-event*

1. Talk with the AV Worship Lead to make sure all is set up for the next event.
2. Note any broken/faulty equipment and take it out of service if possible.