

## **Stage Assistant Guidelines for Philadelphia Folk Festival**

Our job in Production is to optimize the show for everyone – performers, audience, sound crew, fellow volunteers. We strive to keep a friendly atmosphere while running the show on time and helping performers to do their best performance. We keep the show flowing along smoothly and everyone happy.

Basically, you will be following the stage manager's directions. Keep attentive to the stage manager and make sure the stage manager knows where you are at all times. During workshops, you'll mostly be sitting by the stage or doing errands for your stage. You will participate in the changeover between workshops. You will also help to keep time.

### **Stage Assistant Guidelines**

Every workshop or performance is different. Here are some of the things you might expect to do:

When you arrive for your shift, introduce yourself to the stage managers.

Help the stage managers keep track of time. One of our goals is to get the workshops on and off ON TIME. Every minute counts!

You may be the front line for identifying and welcoming performers arriving at the stage. You should welcome, introduce yourself, and bring the performer to the stage manager and introduce them.

Sometimes it's necessary to escort performers to the stage. You may have to go out and find them.

Answer the phone (if you have one at your stage). Identify yourself and your stage (e.g. camp stage, this is "your name here"). Keep paper and pen handy to write down messages, then convey them to your stage manager.

You might help carry equipment or instruments for performers if they ask you to or with their permission only, to expedite getting the workshop started on time.

You will be responsible for putting up the signs identifying the performer or band at the front of the stage. You will do this during the changeover between performers.

Important! For the most part, leave performers alone before their performance. They need time to tune, get themselves ready, and to focus on their performance. Just keep a casual eye on them to see if there's anything they need.

Water and towels for performers: AFTER the performers are set up in their place onstage, you may bring them water, only if they don't have their own. You can ask if they want it – don't waste it. Often performers carry their own water. If a performer asks for water but hardly uses it, encourage them to take it with them when they leave your stage. Bring them a towel only if they ask or seem to need it. We have a limited number of towels. Towels are stored in the production office and you may be responsible for getting them for your stage. Only take what you need. Bring the soiled towels, and any leftover towels, back to the production office at the end of the day, keeping them separate. There's a bucket for used towels.

Watch to see if a performer needs help with their gear. Only carry their gear with their permission and knowledge! With only a short time (usually 10 minutes) to get one band or performer off the stage and

another band or performer on and ready to play. Always remember that if a workshop is late to start, that performer or band has a shorter set. We always attempt to get every workshop started and ended ON TIME.

Always be cordial and make sure you have a mutual understanding with your stage manager and with performers.

Water for singers should usually be tepid, not cold. Make sure a case of water is kept outside the ice bucket hidden away to reserve them for performers only. Any leftover water at the end of the day should be tarped with the sound equipment onstage for the next day.

Get lunch from the performers' tent or food tent for stage and sound crew (and yourself). Coordinate this with your stage manager.

Help keep the stage area neat and tidy. When you arrive for your shift see if there is any stuff, like trash or tree branches on the ground, that needs to be thrown or tossed away.

At the end of the day, return used and unused towels to the Production Office. Return guitar stands also.

Your stage manager may ask you to return the radio at the end of your shift. We use walkie-talkie (valuable) radios to communicate with Jeremy, Sue, or other crews you may need. For example, you might call for a cart to transport a performer, especially if they need to get to another stage quickly. You can also call the cart crew if your stage needs more water.