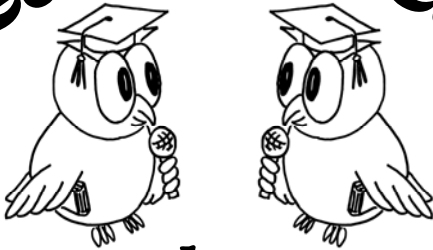


# Head to Head Stage Manager Job Description



**Let's Go!**

## **Stage Manager:**

- Be familiar with and know how to operate the sound equipment in the auditorium/stage area:
  - microphones (wired and/or wireless)
  - CD player/boom box/karaoke machine, etc.
  - amplifiers, mixing boards, and any other equipment that may be tied into the system.
- Know where additional electrical outlets are.
- Assemble CDs that are to be used and be familiar with the order of the program for the stage performance events.
- Check each CD and verify track numbers.
- Check each track to be used to insure it is in a format that the equipment can play.
- Set sound levels for the microphones and equipment to be used, but do NOT “mix” individual performances. (It is important that the competition be fair and no electronic advantage be given to any particular act. Vocalists should have been coached to use the microphone appropriately, so do not compensate for improper or poor mic technique.)
- If microphones are to remain on stands for the performance - adjust them for proper height before the act begins.
- Know how to resolve potential technical difficulties.
- Use crew members as needed to assist.

**Thanks for helping!**