Kimberly Boddy, the student Stage Manager of this production of *The Internationalist,* contributed this documentation of her tasks from rehearsals through the final performance. She described her job as follows: "Stage managing is a huge job. The stage manager (SM) has to know all of the intricacies of the play. Any problems that arise during performances, the SM has to solve. Organization is extremely important, but the SM also has to be personable. A good relationship with the actors is essential. The SM has to know the actors and should even keep relations good between them. The SM takes over during prod week and for performances, and the actors have to be able to listen to the SM. You won't get much done with actors who are disagreeable with you. After all the work and stress, the job definitely pays off. It's a great feeling to be in the booth calling the show. You see all the weeks of work coming together, and you know the play so well that calling the cues becomes second nature."

Rehearsal process:

- Make the rehearsal schedule based on actor's conflicts and what the director wants to work on; make the call to actors
- Take notes on blocking or specific actions not in the script
- Write up and distribute rehearsal notes (to keep the designers up-to-date about what the director wants)
- Set up space for rehearsals, including any furniture or working props, and make sure space is available, reserved, and unlocked in the first place
- Be on book to call lines to actors
- Be prepared with anything and everything the actors could need (pencils, bandages, paper, hair ties, extra scripts, etc.)
- Make sure actors do shop hours
- Make sure actors are doing costume fittings
- Make sure actors are on time and that the rehearsal starts on time
- Stop rehearsal at appropriate times for breaks

Production/Performance week:

- Run q2q (cue-to-cue) (the process of integrating the light and sound cues into the play)
- Take notes on when exactly the designers want light/sound cues to be called
- Make sure everything is working properly for the actors backstage and on stage (dressing rooms are open, doors off stage are unlocked and padded, lights in the wings are off, stage is swept and mopped, stage is set for the opening scene, run crew is ready)
- Make sure everything is done on time (actors are ready and open/close house)
- Notify actors of how much time they have before house closes and when the show starts

- Collect valuables
- Call the show