



IRA SHAH

Stage Manager

cue calling, rehearsal coordination, prompt books

Indore, India | ira.shah@example.com | ROLE 33-06

FICTIONAL SAMPLE - all employers, qualifications and outcomes are illustrative and unverified.

EXECUTIVE SUMMARY

Stage Manager with an illustrative 11-year career in performance, stage production and live-event delivery. Combines cue calling, rehearsal coordination, prompt books with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment.

Selected work includes theatre production cue system, multi-act event coordination and rehearsal information workflow. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims.

Prepared for experienced stage manager opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes Postgraduate diploma in Stage Management. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established.

AT A GLANCE

11 years

ILLUSTRATIVE CAREER

4

CAREER APPOINTMENTS

3

WORK EXAMPLES

2

EDUCATION RECORDS

CORE COMPETENCIES

cue calling / rehearsal coordination
prompt books / crew communication
scheduling / technical rehearsals
production reports / backstage organisation

PROFESSIONAL MISSION

Turn a clear brief into dependable performance, stage production and live-event delivery work: understand the context, apply cue calling and rehearsal coordination, record the evidence and explain the limitations before handover.

Career family: Performing Arts & Events | Snapshot: 2026-09-22

PROFESSIONAL EXPERIENCE / RECENT

Stage Manager

Meridian Performing Arts (fictional)

Jul 2024 - Present | Indore, India

Independent ownership of scoped stage manager work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples.

- Maintained a controlled prompt book and rehearsal reports.
- Planned transition sequences and clear handoffs.
- Led brief clarification and prioritised work using cue calling, rehearsal coordination and prompt books. Raised unresolved constraints before committing to the next stage.
- Coordinated peer reviews and handover preparation; used a performance or event brief to distinguish completed work, assumptions and follow-up needs.
- Supported colleagues with practical examples of crew communication and maintained a concise learning record after important assignments.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Stage Manager

Northline Performing Arts (fictional)

Jul 2020 - Jun 2024 | Indore, India

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in prompt books and crew communication.

- Standardised calls and production notes.
- Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner.
- Applied scheduling and technical rehearsals to resolve delivery questions while maintaining source and decision notes.
- Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope.
- Prepared a reviewed cue or delivery record so the next team could understand the work and remaining questions.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

PROFESSIONAL WORKING PRINCIPLES

- Translate the creative or event brief into rehearsed, reviewable work.
- Document contribution, production constraints and collaboration responsibilities.
- Coordinate accessibility, scheduling, permissions and safe escalation without inventing credits.

PROFESSIONAL EXPERIENCE / EARLIER

Deputy Stage Manager

Cedarbridge Performing Arts (fictional)

Jul 2017 - Jun 2020 | Indore, India

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions.

- Handled recurring work involving cue calling and rehearsal coordination using a documented preparation and review process.
- Supported multi-act event coordination by organising inputs, maintaining issue notes and incorporating reviewer feedback.
- Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps.
- Improved record consistency through production reports and documented handover expectations.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Assistant Stage Manager

Cedarbridge Performing Arts (fictional)

Jul 2015 - Jun 2017 | Indore, India

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues.

- Assisted with cue calling and prompt books within an agreed scope and escalated unfamiliar work.
- Prepared inputs and checked completeness before passing work to the responsible reviewer.
- Maintained task records and learned to communicate assumptions, constraints and observed problems clearly.
- Applied review feedback to subsequent assignments and developed a dependable working routine.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

SELECTED CONTRIBUTIONS

Theatre production cue system. Maintained a controlled prompt book and rehearsal reports. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Multi-act event coordination. Planned transition sequences and clear handoffs. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Rehearsal information workflow. Standardised calls and production notes. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

SELECTED WORK / 01

Theatre production cue system

P1 | Jan 2025 - Jun 2025 | FICTIONAL WORK EXAMPLE

Context. Fictional internal work programme in performance, stage production and live-event delivery; not a real client case study.

Problem. Cues changed without a shared current record.

Objective. Create a workable response to this issue through cue calling, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Contribution and ownership. Stage Manager; owned the stated workstream, not the full organisation or every collaborator contribution.

- Maintained a controlled prompt book and rehearsal reports.
- Prepared the scope with the commissioning team, identified unresolved inputs and used cue calling to turn the brief into a sequenced work package.
- Applied rehearsal coordination and prompt books while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. cue calling / rehearsal coordination / prompt books / crew communication

Deliverables. Theatre production cue system - scoped brief; Theatre production cue system - reviewed working package; Theatre production cue system - handover and learning summary

Review. Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a performance or event brief and a named human reviewer.

Illustrative outcome: the team adopted a repeatable approach for theatre production cue system, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): performance or event brief; rehearsal and production notes; reviewed cue or delivery record.

SPECIALIST PRACTICE

Credits and identity

The sample focuses on cue calling, rehearsal coordination, prompt books. Approvals, supervision and specialist input are identified in each work package; work outside this scope is referred to the designated responsible person.

Peer learning and practical guidance. Created short examples on cue calling and crew communication for colleagues. Separated personal preferences from agreed team procedures and recorded useful questions.

Review and handover discipline. Facilitated practical reviews of multi-act event coordination, ensuring that unresolved issues retained a named owner rather than disappearing from final presentations.

All productions and credits are fictional. Physical attributes, age and personal characteristics are not inferred or fabricated as hiring requirements.

SELECTED WORK / 02 AND 03

Multi-act event coordination

P2 | Jan 2026 - Jun 2026 | Meridian Performing Arts (fictional)

Problem. Fast changeovers created crew communication gaps.

Objective. Create a workable response to this issue through rehearsal coordination, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Stage Manager; owned the stated workstream, not the full organisation or every collaborator contribution.

- Planned transition sequences and clear handoffs.
- Prepared the scope with the commissioning team, identified unresolved inputs and used prompt books to turn the brief into a sequenced work package.
- Applied crew communication and scheduling while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. rehearsal coordination / prompt books / crew communication / scheduling

Delivered. Multi-act event coordination - scoped brief; Multi-act event coordination - reviewed working package; Multi-act event coordination - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for multi-act event coordination, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): performance or event brief; rehearsal and production notes; reviewed cue or delivery record.

Rehearsal information workflow

P3 | Jan 2021 - Jun 2021 | Northline Performing Arts (fictional)

Problem. Cast and crew received conflicting updates.

Objective. Create a workable response to this issue through prompt books, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Stage Manager; owned the stated workstream, not the full organisation or every collaborator contribution.

- Standardised calls and production notes.
- Prepared the scope with the commissioning team, identified unresolved inputs and used scheduling to turn the brief into a sequenced work package.
- Applied technical rehearsals and production reports while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. prompt books / crew communication / scheduling / technical rehearsals

Delivered. Rehearsal information workflow - scoped brief; Rehearsal information workflow - reviewed working package; Rehearsal information workflow - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for rehearsal information workflow, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): performance or event brief; rehearsal and production notes; reviewed cue or delivery record.

EDUCATION AND SPECIALIST LEARNING

Postgraduate diploma in Stage Management

Asterbridge Institute of Professional Studies (fictional institution)
Jul 2014 - May 2015 | completed - fictional record
Focus: cue calling, rehearsal coordination, crew communication. Specialist study on theatre production cue system; an illustrative learning project, not a published result.

Bachelor's in Theatre Production

Cedarhaven College of Applied Studies (fictional institution)
Jul 2011 - May 2014 | completed - fictional record
Focus: prompt books, scheduling, technical rehearsals. Applied coursework in cue calling, documentation and reviewed practical assignments.

CONTINUING PROFESSIONAL DEVELOPMENT

Performance and communication studio (2023). Cue calling and crew communication in the context of stage manager work. Used reflective exercises and a bounded practice example related to theatre production cue system.

Production coordination workshop (2024). Rehearsal coordination and scheduling in the context of stage manager work. Used reflective exercises and a bounded practice example related to multi-act event coordination.

Audience accessibility practicum (2025). Prompt books and technical rehearsals in the context of stage manager work. Used reflective exercises and a bounded practice example related to rehearsal information workflow.

Provider for these illustrative learning records: Meridian Professional Learning Studio (fictional). Not a licence or certification.

LANGUAGES AND WORKING PREFERENCES

English and Hindi - professional working proficiency in this fictional record.

Work arrangement: onsite or hybrid by role requirements. Relocation: open to discussion - sample preference.

Availability: not confirmed; discuss before an interview.

CREDENTIAL AND EVIDENCE STATUS

All productions and credits are fictional. Physical attributes, age and personal characteristics are not inferred or fabricated as hiring requirements.

Synthetic qualification and institution names illustrate profile fields only; they are not a validated qualification route or recognised accreditation claim.

No real referee, endorsement, award, publication, membership or licence is supplied.

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Contact placeholder: ira.shah@example.com. No phone, live profile URL or verified reference is supplied.

Complete machine-readable data: profile.json. Interactive companion: portfolio.html. Reference CV used for structure only; this is not Ajay Prajapat's biography.