STAGE MARSHAL

Specific Location
Individual stages (A - N)

Number of Staff
10 - 12 per stage

Reports to
Stage Manager

Responsible for
Ensuring that all students have registered their attendance with a registration marshal. The Stage Manager will allocate specific roles and tasks that stage marshals will undertake before, throughout and after the ceremony.

Specific tasks can include

- Direct students to their registration marshal to register
- Checking that students are wearing the academic dress related to their discipline and that it is worn correctly.
- Assisting with adjustment of students’ gowns and overall appearance.
- Distribute graduation programs on student seats
- Ensuring that students are seated in their correct stage, row and seat according to their ticket
- Refer students to RMIT Customer Service Desk if their gown/mortar board is broken or too damaged to wear. (This would be a last resort option)
- Ensure students remain seated throughout the ceremony
- Ensure students remain in their correct order when lining up for the individual presentation of awards and thereby receive their testamurs in correct PowerPoint presentation order
- Direct graduates back to their original seats after receipt of their testamur
- Ensure students do not leave the arena until the end of the ceremony with the exception of using the toilets allocated to students located down the ramps.
- Advise students to place gowns in the gown return bins that are available around the concourse and exits at the conclusion of the ceremony.
- Collect lost property and hand it to the Stage Manager
- Return all equipment to the Media Centre at the conclusion of the ceremony