

## Job Descriptions

The purpose of this document is to define the jobs needed to produce a stage play. Although some positions are needed for every production, others are needed only for specific shows. In some instances, positions can be combined and held by the same individual, but each is a separate job with separate requirements and qualifications, and needs to be treated as such.

### Producer:

#### A. Liaison between Board and Director and staff

- 17033832. Oversees Budget
- 17033833. Contact person for director in dealing with production problems
- 17033834. Making sure all technical elements are completed in a timely manner
- 17033835. Work with volunteer coordinator to assure that all needed positions are filled
- 17033836. Responsible for production quality
- 17033837. This position is appointed by the board and held by a Board member, not otherwise involved in the show.

### Director:

- 17033956. Responsible for production concept
- 17034080. Selects designers and cast
- 17034081. Responsible for preparing budget
- 17034082. Organize entire production and staff
- 17034083. Schedule and conduct rehearsals and technical rehearsals
- 17034084. Responsible for production quality
- 17034085. Supervise production cast & staff
- 17034086. In absence of Technical Director, appoints all crew heads
- 17034087. Attend Board meetings to give progress reports of the production
- 17034088. Assists in the supervision of the strike.
- 17034089. Appointed by board
- 17034090. Informs board as to cast and production staff.
- 17034091. Meets with Palace staff prior to beginning production
- 17034092. New candidates for director with no prior directing experience must attend directing workshop and have served as assistant director for one ACT I show.

### Technical Director

- 17034204. Works with scenic designer to execute the design of the show.
- 17034205. Oversees the building and painting of the set.
- 17034206. Appointed by the director.
- 17034207. Attends technical rehearsals and other rehearsals as needed by the directors.
- 17034208. Supervises crews as determined by the production staff.
- 17034209. Assists in the supervision of the strike.

### Music Director

- 17034328. In charge of all musical aspects of the production.
- 17034329. If orchestra is needed, would recruit orchestra and, if needed, a conductor.
- 17034330. Conducts musical rehearsals and coaches soloists and ensembles individually as needed.
- 17034331. Assists the director in casting and conducts musical auditions.
- 17034332. Supervises use of rental music materials
- 17034333. Appointed by the director.

### Choreographer

- 17022640. Assists in casting and conducts dance auditions
- 17022641. In charge of all dance aspects of the production
- 17022642. Conducts dance rehearsals as needed and attends full rehearsals as needed by the directors.
- 17022643. Appointed by the director

## **Stage Manager**

- 17022752. In charge of the production during the performances as well as dress and technical rehearsals
- 17022753. Supervises all actors and backstage crew members during production as well as dress and technical rehearsals.
- 17022754. Responsible for order and decorum in the green room.
- 17022755. In consultation with the light booth and the house manager, cues the opening of the house (30 minutes prior to curtain) and the beginning of the show as well as all internal cues.
- 17022756. Responsible for maintaining and monitoring the call board during rehearsals and performances, in applicable.
- 17022757. At all times is responsible for the minute-by-minute running of the show within the theatre.

1. Makes sure that all technical elements are checked prior to the opening of the house.

17022932. Remind props crew and actors to check props

17022933. Remind light and sound technicians to check their equipment and cues and make sure all music is ready to begin

17022934. Remind any crews involved with special effects to check their equipment and cues

2. While the house is open, makes sure all actors and technical staff are in the green room or in specified assigned area, not on stage.

3. Informs company that the house is open and gives 15 minute call, 10 minute call, 5 minute call and places, both before the show and during intermission.

4. Supervises the green room and communicates with company to keep the green room tidy

5. First to arrive and last to leave

6. Responsible for securing the door and seeing that all lights are off

7. Setting the ghost light, if applicable

8. In the event of an emergency, responsible along with the House Manager for implementing the Board approved guidelines.

G. Assists in the supervision of the strike.

H. Appointed by the director

I. May also serve as Assistant Director or Technical Director.

## **Scenic Designer**

- 17023056. Works with director in understanding the concept of the show
- 17023057. Designs the set
- 17023058. Appointed by the director
- 17023059. Works with technical director to see that design is executed properly
- 17023060. Attends various meetings with the director prior to finalization of design
- 17023061. Attends technical rehearsal, and other rehearsals as needed

## **Lighting Designer**

- 17023180. Works with director in understanding the concept of the show
- 17023181. Designs the lighting, including setting cues and placing instruments, determining colors of gels, use of gobos, etc.
- 17023182. Appointed by the director
- 17023183. Works with lighting crew to see that design is executed properly
- 17023184. Attends various meetings with the director prior to finalization of design
- 17023185. Attends technical rehearsal and other rehearsals as needed.
- 17023186. Operates the light board during rehearsals and performances according to the lighting design
- 17023187. Appointed by the Lighting Designer or Technical Director.

## **Costume Designer**

- 17023304. Works with director in understanding the concept of the show
- 17023305. Designs the costumes, including participation in the selection and purchasing of fabrics and other materials.
- 17023306. Appointed by the director
- 17023307. Works with the costume mistress / master and costume crew to see that the design is executed properly.
- 17023308. Attends various meetings with the director prior to finalization of design.
- 17023309. Attends technical rehearsal, dress rehearsals, and other rehearsals as needed.
- 17023310. Takes from our inventory, constructs, rents, buys, borrows, or otherwise obtains all costumes for the production.
- 17023311. Works with cast for fittings.
- 17023312. May provide assistance to cast members in making changes between scenes.
- 17023313. Responsible for maintaining and cleaning costumes during and after the production and for their return at the conclusion.

## **Property Designer**

- 17032220. Is responsible for the security and maintenance of our inventory of all properties, set components, and equipment pieces.
- 17032221. Is responsible for providing keys or access to assigned directors and technical directors to our inventory.
- 17032222. Is a resource to Technical Directors, Stage Managers, and the technical design team.
- 17032223. Responsible for budgetary line items in regard to storage.
- 17032224. Works with director in understanding the concept of the show
- 17032225. Designs specific props as needed
- 17032226. Appointed by the director
- 17032227. Works with property mistress / master and properties crew to see that design is executed properly
- 17032228. Attends meetings with director prior to finalization of design.
- 17032229. Attends technical rehearsal, and other rehearsals as needed.
- 17032230. The property master has a complete list of all properties needed for the production and ensures all props are obtained and displayed on prop tables backstage.
- 17032231. All properties should be checked prior to the beginning of the show and, if necessary, placed in specific areas onstage and off to enhance the success of the play. All props should be placed back on the prop tables after the show has completed.
- 17032232. Properties Master and crew should attend rehearsals as needed including technical and dress rehearsals as well as performances.
- 17032233. Appointed by the director, technical director or production assistant

## **Sound Designer**

- 17023552. Works with director in understanding the concept of the show
- 17023553. Designs specific sound segments or effects
- 17023554. Appointed by the director
- 17023555. Works with sound crew to see that design is executed properly
- 17023556. Attends meetings with director prior to finalization of design.
- 17023557. Attends technical rehearsal, and other rehearsals as needed.
- 17023558. Works with the light crew and the stage manager to understand where sound cues are to be played. The crew may be asked to tape music and/or sound effects.
- 17023559. Attend rehearsals as needed including technical and dress rehearsals, as well as all performances.
- Appointed by the director, technical director, or production assistant.

## **Makeup Designer**

- 17023676. Works with director in understanding the concept of the show
- 17023677. Designs specific makeup effects and plan makeup for all characters
- 17023678. Appointed by the director.
- 17023679. Works with makeup crew to see that design is executed properly.
- 17023680. Purchases specialty makeup supplies not contained in regular makeup inventory as needed for specific production.
- 17023681. Attends meetings with the director prior to finalization of design.
- 17023682. Attends makeup rehearsal, and other rehearsals and performances as needed.
- 17023683. Appointed by the director as needed.
- 17023684. Attends rehearsals as needed by the directors.

## **Actors**

- 16998036. Cast by the director and assistant director.
- 16998037. Expected to attend all necessary rehearsals at designated times.
- 16998038. Required to memorize lines, blocking, and dances as scheduled by the directors.
- 16998039. Expected to accept constructive criticism as well as detailed direction by the directors.
- 16998040. May be required to assist in finding their own costume.
- 16998041. Expected to work cordially with all involved.
- 16998042. Expected to pick up after themselves.
- 16998043. Check any applicable props they might come into contact with prior to rehearsals and performances.
- 16998044. Check all costumes to make sure all are accounted for and hang up their costumes after rehearsals and performances.
- 16998045. Keep the green room tidy.
- 16998046. Assist with strike

## **House Manager**

- 16998160. In charge of the lobby and the auditorium during performances.
- 16998161. Makes sure lobby and auditorium are tidy before the performance, and after the performance. This includes the cleaning of the bathrooms and vacuuming afterwards.
- 16998162. Communicates with Stage Manager to decide when show should begin, i.e. if there are many patrons needing to be seated.
- 16998163. Allows audience members to enter auditorium no sooner than 30 minutes prior to performance, after consulting with the stage manager.
- 16998164. Cooperates with the Palace staff (or staff of other venue) in carrying out their duties.
- 16998165. Appoints ushers, concession workers, and clean up crew and coordinates concessions and cleanup.

- 16998166. Is helpful and courteous with the public
- 16998167. In the event of an emergency, responsible along with the Stage Manager for implementing the Board approved guidelines.
- 16998168. Appointed by the board

**Box Office Manager (and box office crew)**

- 16998284. Is helpful and courteous with the public in selling tickets, taking reservations, etc.
- 16998285. Carries out the box office policies set by the board
- 16998286. Processes all reservations (whether by phone, mail, e-mail, etc.) and sets aside tickets for will call, and sells tickets at the door.
- 16998287. Maintains office hours as set by the board
- 16998288. Allows patrons to reserve seating anywhere in the auditorium
- 16998289. Keeps track of all tickets, season tickets, complimentary tickets, etc. used and keeps a record of attendance to submit to the board.
- 16998290. Submits a final financial report of the box office and concessions to the board at the conclusion of each production.
- 16998291. Asks patrons if they would like to buy a season ticket
- 16998292. Collects patron data as requested by the board

**Publicity Director**

- 16984812. Works with the board to understand board's publicity goals.
- 16984813. Carries out a specific publicity program which is done for every show, as determined by the board (i.e. direct mail, print media, broadcast media, distribution of posters, etc.)
- 16984814. Works with the director to determine any unique publicity "gimmicks" for that specific show
- 16984815. Responsible for creating press releases for promoting the show. Works with director in collecting necessary information for same.
- 16984816. Makes specific arrangements for photography sessions