

Assistant Director

Reports To: Theatre Director

Tasks

- Help run auditions and block/rehearse scenes
- Update and post rehearsal schedule as needed
- Keep a contact list of cast and crew for the Alliance
- Make the scene chart
- Stay up to date on the Production Schedule

Commitment

- Attend auditions, every rehearsal, and show
- Be accessible to the cast and crew as much as possible
- Regular meetings with Theatre Director
- Attend regular Production Meetings

Skills

- Leadership
- Good communication
- Organized

Cast

Reports To: Theatre Director and Assistant Director

Tasks

- Let Assistant Director know about conflicts
- Learn lines, songs, dances, and blocking as needed for your role
- Follow directions for entrance, exits, blocking, costuming, props, hair & makeup
- Bring in any costume pieces, shoes, underclothes, and accessories that are required for your role
- Keep the dressing room neat with clothes hung up, makeup put away and your personal items out of the way
- Keep props on the prop table
- Take care of your costumes, microphone or other equipment

During Rehearsals & Performances

- No talking backstage
- No food or sugary/open drinks (capped water bottles are okay)
- No standing in the wings
- Refrain from touching props that are not yours or immediately needed
- Be respectful to fellow cast members and to the technical crew
- Do not sit on the sets unless directed

Commitment

- 2 or more hours a day after school between casting and production week
- Be at all rehearsals to which you are called, plus all dress rehearsals, cue to cue and dry tech
- Be at all shows by your call time

Producer

Reports To: Theatre Director (And will work with Alliance President)

Tasks

- Publicity
 - Assemble a publicity crew
 - Give deadlines to your graphic designer
 - Arrange for t-shirt printing and distribution
 - Poster and program printing through PUBS
 - Poster distribution around school and community
 - Order and hang banners
 - Order sign for Black Mountain Road
 - Create excitement for the show among students
 - Create Facebook event and invite students, staff, and alumni
- Develop a spirit week and create a Facebook event to inform the company
- Create a Facebook event for the Tech Appreciation Dinner
- Sell tickets during lunch the week of shows
 - Order cash box from Finance Office Friday before first week of sales, to be picked up at the beginning of lunch and dropped off at the end of lunch each day. A deposit will be made each Friday.
- Decorate the lobby or designate a House Manager to do so
- Organizer ushers for each show (handing out program, selling opportunity drawing tickets etc.)
- Open the house 30 minutes before the show starts but always check with the Stage Manager first
- Close the house when the show is scheduled to start or when there is no longer a line of people waiting to buy tickets and inform the Stage Manager
- Keep clear records and turn in all receipts to the Treasurer
- Collect and manage all forms and money that come in from students and parents, including:
 - Suggested Donations
 - Silent Auction Donations
 - T-Shirt Orders
 - Lunchtime ticket sales
- Maintain a cast and crew contact list

Commitment

- Two or more days a week after school between casting and production week
- Will be busier two weeks prior to the show
- Production meetings
- Must be at every performance in the lobby or wherever needed

Skills

- Be very responsible and organized
- Good communication
- Good money management
- Good project management

House Manager

Reports To: Producer

Tasks

- Lobby decorations and setup
 - Put the cast and crew pictures on backing with name tags to go in the lobby
 - Purchase and place decorations in lobby
 - Work with parent volunteers
- Lobby management
 - Ready lobby every day by 5:00pm and ensure it is clean and audience ready
 - Place tables in lobby for opportunity drawing baskets
- For each show night, you will need to find up to 10 ushers and train them in their duties

Commitment

- One or more days a week after school between casting and production week
- Will be busier two weeks prior to the show
- Production meetings
- Be accessible to cast and crew as needed
- Work with Alliance members as needed leading up to shows
- Be in the lobby for all shows to help Alliance members as needed

Skills

- Be very responsible and organized
- Good communication

Ushers

Reports To: House Manager

Tasks

- Collect ticket stubs
- Hand out programs
- Show people to their seats (if there is reserved seating)
- Answer questions
- Sell opportunity basket tickets
- Hold the doors for guests as they enter and leave

Commitment

- Must come at call time to every show

Skills

- Outgoing and okay with approaching people
- Friendly and approachable themselves
- Punctual

Technical Director

Reports To: Theatre Director

Note: One or two student technical directors will be appointed annually and will hold that job for the remainder of the year. Larger shows may require additional student technical directors, but most productions will be overseen by the year-long student technical directors(s).

Tasks

- Make sure all equipment and supplies are available and operational
- Oversee the lighting and sound equipment
- Teach other technicians about equipment and operations
- Ensure building is clean and in working order
- Deal with the day-to-day technical issues
- Organizing strike in cooperation with the Stage Manager
- Non-drama production management and logistics

Commitment

- All dress rehearsals and crew work days
- Production meetings
- Must be at opening/closing nights at least

Skills

- Be very responsible and organized
- Attend rehearsals and accessible to the cast and crew as much as possible
- Be knowledgeable about technical equipment and operations
- Be experienced in the mechanism of a production
- Communicate effectively

Assistant Stage Manager

Reports To: Stage Manager

Tasks

- Sweep the stage and rag doors before rehearsals and shows
- Call cues given by Stage Manager during the show

Commitment

- Tech Week: 25-30 hours a week
- Attend all tech rehearsals, dress rehearsals, and shows

Skills

- Good communication
- Leadership

Stage Manager

Reports To: Theatre Director

Tasks

- Post tech crew sign-ups when auditions start
- Assist director with auditions by collecting paperwork and answering questions
- Set up deadlines with the director for designers and crew heads
- Give crew heads crew names and contact info
- Go to every rehearsal starting with the read through
- Take notes during rehearsals regarding cues, props, costumes etc,
- Hold weekly production meetings with crew heads to discuss progress and new developments
- Throughout the production maintain an accurate crew list and send it to the council Secretary
- Collect paperwork from crew heads
- Make sure crew heads are getting their work done on time
- Run a paper tech to write cues in your script
- Run a shift rehearsal to coordinate shifts
- Run a cue-to-cue with crew and actors
- Call cues for all dress rehearsals and shows
- Organize strike

Commitment

- Hold weekly production meetings
- Preparation: 12-15 hours a week
- Tech week: 25-30 hours a week
- Attend auditions, all rehearsals, tech rehearsals, dress rehearsals, and shows

Skills

- Good communication
- Patient
- Leadership
- Organized
- Detail-oriented
- Experience in technical theater

Lights - Designer

Reports To: Technical Director and Stage Manager

Tasks

- Read and analyze the script
- Meet with director and other designers to discuss show concept
- Design placement, color, angle, and focus of lights
- Create light plot and patch sheet
- Communicate with crew head your ideas and the details of your design

Commitment

- Preparation: 2-3 hours a week

Skills

- Good communication
- Comprehensive knowledge of the properties of light and instruments available
- Creativity

Lights - Crew Head

Reports To: Technical Director and Stage Manager

Tasks

- Contact crew and inform them of tasks, dates, and other important information
- Hang and focus plot
- Purchase gels and lights for lights
- Program cues for show
- Fix any burnt out lights
- Run board during shows and dress rehearsals
- Coordinate with and delegate tasks to crew members
- Manage department budget
- Turn in all receipts to the Treasurer

Commitment

- Production meetings once a week
- Preparation: 3-5 hours a week
- Tech week: 25-30 hours
- Attend all tech rehearsals, dress rehearsals, and shows

Skills

- Good communication
- Leadership
- Detail-oriented
- Not afraid of heights

Sound - Designer

Reports To: Technical Director and Stage Manager

Tasks

- Read and analyze the script
- Meet with director and other designers to discuss show concept
- Determine and locate sound effects
- Acquire and edit sound effects if necessary
- Choose house music appropriate to the time period and the show

Commitment

- Preparation: 2-3 hours a week

Skills

- Good communication
- Creativity
- Knows how to use sound editing software
- Good hearing

Sound - Crew Head

Reports To: Technical Director and Stage Manager

Tasks

- Contact crew and inform them of tasks, dates, and other important information
- Operate sound board and mix levels
- Distribute and apply body microphones (if used in show)
- Operate CD player
- Manage intercom headsets
- Coordinate with and delegate tasks to crew members
- Manage department budget
- Turn in all receipts to the Treasurer

Commitment

- Attend production meetings once a week
- Preparation: 1-2 hours a week
- Tech week: 25-30 hours
- Attend all tech rehearsals, dress rehearsals, and shows

Skills

- Good communication
- Detail-oriented
- Good hearing

Set - Designer

Reports To: Theatre Director

Tasks

- Read and analyze the script
- Research time period and architecture of show
- Meet with director and other designers to discuss show concept
- Design the set keeping in mind color palette, line, texture, and shape
- Draft your design making sure to denote dimensions and materials

Commitment

- Preparation: 2-3 hours a week

Skills

- Good communication
- Being able to see the fine details in addition to the big picture
- Creativity

Set - Crew Head

Reports To: Technical Director and Stage Manager

Tasks

- Contact crew and inform them of tasks, dates, and other important information
- Acquire materials to build set
- Build the set from designs and make sure it is stable and safe
- Maintain the set throughout the show
- Coordinate with and delegate tasks to crew members
- Keep shop clean and make sure it meets fire codes
- Store reusable set pieces after strike
- Turn in all receipts to the Treasurer

Commitment

- Attend production meetings once a week
- Preparation: 10-12 hours a week
- Tech Week: 25-30 hours
- Attend all tech rehearsals, dress rehearsals, and shows

Skills

- Good communication
- Leadership
- Detail-oriented
- Ability to use power tools safely
- Know how to make structurally sound pieces
- Time management

Props Crew Head/Designer

Reports To: Stage Manager

Tasks

- Read and analyze the script
- Research time period of show
- Meet with director and other designers to discuss show concept
- Contact crew and inform them of tasks, dates, and other important information
- Acquire all props necessary for the show
- Email parents a list of props needed in case of possible donations or borrowing
- Organize all props for the show
- Place props before every dress rehearsal and show
- Coordinate with and delegate tasks to crew members
- Safely store all props after all dress rehearsals and shows
- Return all borrowed or rented props after the show
- Turn in all receipts to the Treasurer

Commitment

- Attend production meetings once a week
- Preparation: 2-3 hours a week
- Tech Week: 25-30 hours
- Attend all tech rehearsals, dress rehearsals, and shows

Skills

- Organized
- Good communication
- Detail-oriented
- The ability to drive often or knowing someone who will drive you to get props

Costume - Designer

Reports To: Stage Manager (And Adult Costume Advisor if applicable)

Tasks

- Read and analyze the script
- Research time period and fashion of show
- Meet with director and other designers to discuss show concept
- Determine theme colors and character types
- Sketch costumes designs and provide fabric swatches if they are to be made
- Go to rehearsals to make sure costumes work with the show

Commitment

- Preparation: 1-2 hours a week

Skills

- Sketch/draw relatively well

Costume - Crew Head

Reports To: Stage Manager (And Adult Costume Advisor if applicable)

Tasks

- Contact crew and inform them of tasks, dates, and other important information
- Take measurements of all cast members
- Clean the costume room and label costume racks by character
- Read script to find quick changes and plan accordingly for quick changes
- Pull costumes with designer
- Make and alter costumes as necessary
- Have fittings with actors before tech week to adjust sizes
- Assist actors with costume changes during the show
- Coordinate with and delegate tasks to crew members
- Make sure the cast brings in common items like shoes, socks, and underwear
- Return all borrowed or rented costume pieces
- Turn in all receipts to the Treasurer

Commitment

- Attend production meetings once a week
- Preparation: 2-3 hours a week
- Tech week: 25-30 hours
- Attend all tech rehearsals, dress rehearsals, and shows

Skills

- Good communication
- Organized
- Machine sewing and hand stitching
- Knows how to take measurements

Hair & Make-Up - Designer

Reports To: Stage Manager

Tasks

- Read and analyze script
- Meet with director and other designers to discuss show concept
- Extensively research the show and the portrayal of each character
- Create sketches to be approved by the director and given to the crew head

Commitment

- Preparation: 1-2 hours a week

Skills

- Extensive knowledge of hair and make-up for stage

Hair & Make-Up - Crew Head

Reports To: Stage Manager

Tasks

- Contact crew and inform them of tasks, dates, and other important information
- Acquire any necessary make-up, wigs, or other hair pieces for the show
- Coordinate with and delegate tasks to crew members
- Make sure all make-up supplies set out at the beginning of each dress rehearsal and show
- Store everything at the end of the show
- Assign crew members to certain tasks for each show based on their individual strengths and weaknesses
- Clean brushes and other hair and make-up supplies as necessary
- Turn in all receipts to the Treasurer

Commitment

- Attend production meetings once a week
- Preparation: 2-3 hours a week
- Tech week: 25-30 hours
- Attend all tech rehearsals, dress rehearsals, and shows

Skills

- Extensive knowledge of hair and make-up for stage
- Leadership
- Good communication
- Patience and be able to handle stress well

Lights - Crew

Reports To: Lights – Crew Head

Tasks

- Clean, organize, and retrieve lights
- Clean, organize, and cut appropriate gels
- Hang, point, and focus lights according to the Crew Head's design
- Program the light board

Commitment

- 2-3 hours per week pre-production as needed
- Attend crew meetings
- All stage rehearsals, dress rehearsals, dry tech runs, and cue to cues
- Additional time commitment may vary depending on the show and the Crew Head's needs

Sound - Crew

Reports To: Sound – Crew Head

Tasks

- Help run the board
- Help download sounds to the 360
- Mic the actors
- Check battery levels in mic packs and handhelds
- Retrieve handheld mics and ensure all mic packs have been returned
- Keep sound cabinet organized

Commitment

- 2-3 hours per week pre-production as needed
- Attend crew meetings
- All stage rehearsals, dress rehearsals, dry tech runs, and cue to cues
- Additional time commitment may vary depending on the show and the Crew Head's needs

Set - Crew

Reports To: Set – Crew Head

Tasks

- Build and paint the sets
- Load and unload equipment and supplies
- Shift the sets during the performances

Commitment

- 2-3 hours per week pre-production as needed
- Attend crew meetings
- All stage rehearsals, dress rehearsals, dry tech runs, and cue to cues
- Must be at every performance if shifting

Costume - Crew

Reports To: Costume – Crew Head

Tasks

- Help research the costumes and time period
- Help make a costume plan for each of the leads and ensemble
- Help get measurements for each cast member
- Help the costume fittings
- Sew and repair costumes as needed using hand techniques and sewing machine

Commitment

- Attend a few rehearsals to see the cast in action
- 1-2 days a week prior to the dress rehearsal
- Crew Meetings
- Must be at every dress rehearsal – all crew members
- Must be at every performance – at least two crew members depending on quick changes
- Must check costume pieces before leaving the theater

Hair & Makeup - Crew

Reports To: Hair & Makeup – Crew Head

Tasks

- Help research the show
- Help draw the face plans
- Help actors apply makeup, wigs, etc.
- Keep the green room clean and organized before and after each show

Commitment

- Attend a few rehearsals to see the cast in action
- Crew Meetings
- Must be at every dress rehearsal
- Must be at every performance at call time until the end to clean

Props - Crew

Reports To: Props – Crew Head

Tasks

- Help to research the background of the play or musical
- Read the play or musical
- Procure or construct props
- Keep watch of the prop table

Commitment

- 2-3 hours a week pre-production to plan, procure, and construct props
- Crew Meetings
- Must be at every dress rehearsal
- Must be at every performance (at least two props crew members)

Dance Captain (Spring Musical Only)

Reports To: Choreographer

Tasks

- Helps teach the dances to the cast
- Choreographs scenes with choreographer

Commitment

- Must be at every dance rehearsal and the dress rehearsals when scheduled by the choreographer
- Should be at most performances

Skills

- Be very responsible and organized
- Have musical theatre dance experience
- Have leadership experience