

Backstage Crew

Pre-Technical Rehearsal Duties

- Attend Company Meeting(s.) (see schedule for dates and times)
- Attend Company Rehearsals. (see schedule for dates and times)
- Attend Work-Call:
- Normally assist in Pulling, constructing, adapting, assembling and otherwise preparing scenery.
- Normally assist Backstage Crew Chief, Stage Manager and Assistant Stage Manager in setting up Running Lights.
- Normally assist Backstage Crew Chief, Stage Manager and Assistant Stage Manager in installing, moving or otherwise altering curtains legs or other rigging items.
- Familiarize yourself with all scenery: (may be done during work-call/otherwise a day or more before tech begins)
- Familiarize yourself with Scenery which may include:
 - Scenery Shifting Activities
 - Fly System operation
 - Special Effects operation
 - Wagon movement
 - Other

During Technical Rehearsals and Dress Rehearsals

- Attend all Technical & Dress Rehearsals at assigned call times. (see tech schedule for dates and times)
- Bring:
 - Writing material & implements
 - Small Flashlight (mini-maglight or similar)
- Wear Blacks: (see tech schedule for date usually first or second dress rehearsal) black slacks or jeans, long sleeve shirt (turtleneck, t-shirt or button down) black socks and shoes.
- Preparation of Cue Sheets and Checklists and updating the Show.
 - You may have to assist the Backstage Crew Chief in recording all instructions given during rehearsal as they are given and create a scenery preset list and scene shifting cue sheet .
 - You may be given a preliminary Shift Cue Sheet at start of first Tech or you may have to record all instructions given during rehearsal as they are given and assist the Backstage Crew Chief in creating your own Cue Sheet.
 - You will assist the Backstage Crew Chief in making crew assignments detailing what duties you perform for Pre-Show Setup, Production Run, and Post-Show Cleanup of Set Pieces.

- Instructions will be provided by: Backs Stage Crew Chief, Stage Manager, Assistant Stage Manager, Scene Designer, Properties Designer and/or Technical Director.
- Assist the Backstage Crew Chief in making updates to the Scenery List , Scene shifting cue sheet, immediately prior to, during, and immediately following Tech & Dress Rehearsals.
- Be prepared to provide copies of the current lists to the Back Stage Crew Chief at final dress or earlier.
- Duties will likely include:
 - Participating in Pre-Show Setup, performing duties as assigned by the Backstage Crew Chief trouble-shooting any problems that arise during Pre-Show Setup.
- Running Scenery Shifting and any necessary fly-system activity during Rehearsal.
- Participating in the Post-Show Cleanup of Set Pieces, performing duties as assigned by the Backstage Crew Chief.
- Performing other tasks as assigned

During Productions

- Attend all Performances at assigned call times. (see tech schedule for dates and times)
- Bring:
 - Copy of all updated scene shift cue lists, pre-show scene lists etc. (these should remain in Theatre after dress rehearsals begin)
 - Small Flashlight
- Wear Blacks
- Participate in Pre-Show Setup, performing duties as assigned by the Backstage Crew Chief trouble-shooting any problems that arise during Pre-Show Setup.
- Report completing of pre-show Check to Backstage Crew Chief immediately following completion.
- Perform all duties as assigned and as recorded.
- Take Cues from the Stage Manager, Assistant Stage Manager or Prop/Set Crew Head during run of show
- Participate in the Post-Show Cleanup of Properties and Set Pieces Pieces, performing duties as assigned by the Prop/Set Crew Head.
- Report any breakage or problems with scenery to the Backstage Crew Chief by the end of the cleanup session.

Strike

- Attend Strike (see tech schedule for dates and times)
- Normally assist in striking scenery, disassembling set, returning items to proper place in storage and identifying those Properties that must be returned to other individuals, theatre companies, and organizations.