

STAGE CREW POSITIONS

Stage Manager:

The Stage Manager works in tandem with the Director in rehearsal, recording the blocking and seeing that cast members stay on script, have necessary props, and follow the staging. As the lighting, sound and set change cues are developed, the stage manager meticulously records the timing of each as it relates to the script and other aspects of the performance. All notes are maintained in a prompt book which contains all cues, technical notes, blocking and other information pertinent to the show. During the show the Stage Manager essentially takes control, calling the cues for all transitions, as well as being responsible for communication between the director, actors and back stage crew.

Assistant Stage Manager:

The Assistant Stage Manager is responsible for keeping track of cast members, sets and miscellaneous details during rehearsals and production of a stage performance as directed by the Stage Manager. They also attend all rehearsals and assist the Stage Manager in any assignments given.

Assistant Director:

Assists the Director and Stage Manager in rehearsals prior to performances. Duties may include following along in the script to assist with cues, collecting and organizing paperwork from actors, assisting with timing acts or segments of the play to assist the Director with adjusting pacing, running to get items needed by the Director or Stage Manager etc.

Costume Crew:

Assists the Costume Designer(s) with all aspects of costuming the show. This may involve cleaning and organizing in the costume storage area, assisting with moving costumes in and out of the storage area for each show, assisting with distribution of costume pieces and return of costume pieces from the actors, ensuring that all costume pieces are accounted for and in good working order at the end of each show, assisting actors with any required quick changes either on or near the stage and any other costume related needs of the show.

Make-up Crew:

Assists Make-up Designer(s) with all aspects of make-up and hair for the show. Duties may include applying make-up, styling hair, assisting with keeping the make-up area and application tools clean and in good working order, assisting with any make-up and or hair/wig changes during the show and any other make-up related needs of the show.

Publicity Crew:

Works with the Director and production team. Designs, makes, copies, distributes, posts all advertisement materials for the show including programs, posters, flyers, shirts etc.

Scenic Carpenter:

Under the direction of the Technical Director and Master Carpenter. Uses power tools to build, and assemble all scenic elements of the set (i.e. Flats[walls], platforms, doors etc.), props etc. May also be on one of the other running crews for the performances of the show.

Scenic Painter:

Under the direction of the Lead Scenic Painter and Technical Director, uses different painting techniques to paint the scenery for the show to provide the look, texture and feel that the Director desires for the show. May also be on one of the other running crews for the performances of the show.

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Lighting Designer:

After reading the play and meeting with the Director and Technical Director, designs a lighting plot for the show to provide all necessary lighting for the show including general area lighting and any lighting special effects. Once design is approved, works with Technical Director and lighting crew to hang and focus lights for show. Using computerized light board, designs looks for each scene and records cues into board for show. May also be Light Board Operator for show.

Light Board Operator:

The Light Board Operator is responsible for operating the light board during all performances. Performs daily light checks at the beginning of all technical rehearsals and performance call times to ensure that all lighting equipment is working properly. May participate in hanging and focusing lights for show.

Lighting Crew:

Assist the Light Board Operator with the light board during all performances. Responsible for keeping the lighting side of the control booth clean and organized. Helps address any lighting problems that might occur during a performance. May participate in hanging and focusing lights for show.

Sound Designer:

After reading the play and meeting with the Director and Technical Director, prepares all necessary sounds (music, sound effects, background etc.) for the show including any required pre-show, intermission or post show music mixes. Once approved prepares a CD of all sounds for sound crew and assists with setting levels and timing for cues. May also be Sound Board Operator.

Sound Board Operator:

Responsible for operating the sound board during all performances. This includes all microphones, CD players, computers etc. required to provide sound for the show. Performs daily sound checks at the beginning of all technical rehearsals and performance call times to ensure that all sound equipment is operating properly.

Sound Crew:

Assists the Sound Board Operator with the sound board during all performances. Responsible for keeping the sound side of the control booth clean and organized. Helps address any sound problems that might occur during a performance.

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Property Master:

Build, make or acquire any needed props for the production. During performances, the Prop Master is in charge of the prop table(s), making sure it is organized and all props are accounted for and in working order. Must check all props at the beginning of call-time and after every performance.

Property Crew:

Assists Prop Master with all props during all performances and rehearsals. Helps address any prop problems that might occur during a performance. May assist Backstage Crew with scene shifts etc.

Backstage Crew:

Is responsible for the safety of the backstage area during all performances. Cleans stage at start of call-time and is responsible for all set changes during the course of a performance or rehearsal. Returns set to “pre-show” setting after every performance.

Fly Master:

Member of the backstage crew responsible for the operation of the grand curtain, travellers and any battens that are used during the course of a performance. Makes sure that there are no safety concerns on or around the fly system. Assists the rest of the backstage crew with any required set changes when not needed at the curtain(s).

House Manager:

Is responsible for everything in front of the stage. Makes sure that the house is ready before any audience members arrive. Organizes the ushers to pass out programs, collect tickets and make sure that the house always remains safe (i.e. aisles must remain a minimum of 4 feet wide and be clear at all times) and provides assistance to any audience members with wheelchairs. Generally responsible for a pleasant audience experience before, during and after the show.

Usher:

Reports to the House Manager at the beginning of call-time. Assists with passing out programs, collecting tickets and maintaining a safe environment in the house. Following every performance, works with House Manager to pick up trash, recyclables and any programs left behind that can be reused at a future performance.