

TECH CREW POSITIONS

This list will give you an overview of what each position entails including job responsibilities and time commitment. Not all positions will be required for every show.

***Requires previous experience in the designated department**

MANAGEMENT POSITIONS

***Student Technical Director:** Works closely with Ms. Palmer and Mr. Meyer as the liaison between the directors during rehearsal and the tech classes; oversees all technical aspects including the set and managing the tech crew. **Requires quite a lot of time and commitment in addition to scheduled rehearsals**, including attending production meetings and at least two rehearsals per week during the rehearsal process. **Attendance at WORK DAYS is REQUIRED.**

Assistant Student Technical Director: Assists the Student Technical Director in overseeing set responsibilities and tech crew. Requires quite a bit of time and commitment in addition to scheduled rehearsals, including attending production meetings and at least two rehearsals per week during the rehearsal process. **Attendance at WORK DAYS is REQUIRED.**

Technical Director Apprentice: Shadows the Student Technical Director and Assistant Student Technical Director to learn his/her responsibilities. Requires quite a bit of time and commitment in addition to scheduled rehearsals.

***Stage Manager:** Works closely with the director. **Attends ALL rehearsals.** Manages auditions and rehearsals, records all actor blocking, takes line notes, calls cues during performances. Requires quite a lot of time and commitment in addition to scheduled rehearsals including production meetings and work days as needed. **Attendance at PAPER TECH is REQUIRED.**

Assistant Stage Manager: **Attends ALL rehearsals.** Helps Stage Manager take blocking/line notes and manage rehearsals. Coordinates scene changes during performances. Requires quite a bit of time and commitment in addition to scheduled rehearsals including production meetings and work days as needed. **Attendance at PAPER TECH is REQUIRED.**

Stage Manager Apprentice: Shadows Stage Manager and Assistant Stage Managers to learn their responsibilities. Requires quite a bit of time and commitment in addition to scheduled rehearsals.

BOOTH POSITIONS

***Lighting Designer:** Designs light cues, focuses lights, and programs light cues. **Requires quite a lot of time and commitment in addition to scheduled rehearsals**, including attending production meetings and at least two rehearsals per week during the rehearsal process. **Attendance at LIGHTING WORK DAYS and PAPER TECH is REQUIRED.**

Lighting Assistant: Helps focus lights and program light cues. May operate lighting console during performances. Requires some extra time outside of rehearsals.

Lighting Design Apprentice: Shadows Lighting Designer to learn his/her responsibilities. Requires some extra time outside of rehearsals.

Spotlight Operator: Operates and maintains the spotlights. Also works with lighting crew to focus and design lights. Requires some extra time outside of rehearsals.

***Sound Designer:** Designs sound effects cues, operates the sound console (microphones and/or sound effects), and manages microphones used during performances. Requires some extra time outside of rehearsals, including attending production meetings and at least two rehearsals per week during the rehearsal process. **Attendance at PAPER TECH is REQUIRED.**

Sound Assistant: Works with Sound Designer to manage & operate microphones. Helps operate the sound console/sound effects cues.

Sound Design Apprentice: Shadows Sound Designer to learn his/her responsibilities. Requires some extra time outside of rehearsals.

Booth Assistant: Assist the light and sound crew in miscellaneous tasks within the booth.

STAGE POSITIONS

Stage Crew: Performs scene changes during performances. Maintains the stage. Helps with other department tasks as necessary.

***Props Crew Head:** Coordinates the props crew. Compiles the props list. Coordinates the acquisition and production of all required props. Requires some extra time outside of rehearsals, including attending production meetings and at least two rehearsals per week during the rehearsal process.

Props Crew: Assists the Props Crew Head in acquiring or producing the required props for the production.

***Costume Crew Head:** Works closely with the directors to choose and coordinate the costumes used in the production. Some sewing knowledge is helpful but not required. Requires quite a lot of time and commitment in outside of scheduled rehearsals, including attending production meetings and at least two rehearsals per week during the rehearsal process.

Costume Crew: Assists the Costume Crew Head and directors in costume management and/or production. May require some extra time outside of rehearsals.

***Makeup & Hair Crew Head:** Works with the directors to design the actors' makeup and hair for the production. Assists the actors in creating their individual makeup and hair designs, including attending production meetings and at least two rehearsals per week during the rehearsal process.

Makeup & Hair Crew: Assists the Makeup & Hair Crew Head in helping the actors with their makeup and hair.

MISC. POSITIONS

Publicity & Marketing: Assists Directors and parents in marketing and advertising the production. May also help in creating and organizing tickets, flyers, programs, etc. Most of this position is done outside of rehearsal time. Some attendance at rehearsals may be necessary but must check in with director at least once per week during the rehearsal process.

House Manager: Coordinates and trains ushers, manages audience issues, and helps run the box office (sometimes with parent volunteers). Attendance is only required on performance nights but may attend rehearsals as often as desired.

Ushers: Takes tickets and hands out programs at all performances. Assist House Managers with any audience issues. Attendance is only required on performance nights but may attend rehearsals as often as desired.