Acting II

Production Crew

Expectations and Responsibilities for 2014/2015

The production crew is an integral part of this class and every production. The work that goes on behind the scenes is just as valuable as the onstage product. These jobs require each member of the crew to be punctual, responsible, self-starters who can take direction well, yet are comfortable working on their own to complete a task.

Expectations

* Be in class on time everyday
* Have a plan for what is to get done each day, week, and month
* Create a calendar of tasks for each production and check-in with Mrs. Moran once a week
* Be on time for shows – the crew is to arrive 10-15 minutes before the actors in order to get set up for the evening
* Work together as a team of six. While each of you has a dedicated position, it is expected that you will help each other in all areas of back stage work and pre-production needs. This includes, but is not limited to, moving set pieces, applying make-up, painting, hanging lights, cleaning the stage, and organizing the prop and costume rooms

Stage Manager and Assistant Stage Manager

* Meet with the director to discuss the vision of each show
* Collect and keep track of props for all shows – keep prop room neat and orderly (there will be a grade given for the cleanliness of the prop room at the end of each show)
* On-book reader during rehearsals and write blocking in your own script
* Hang drops and work the fly system
* Work backstage during all performances helping with set changes, which includes a manager being on headset for each performance
* Paint and build sets when necessary
* Design the program and collect actor and techie biographies
* Design tickets and posters for each production (ticketprinting.com)

Sound Designer and Assistant Sound Designer

* Meet with the director to discuss the vision of each show
* Research appropriate music/sound effect choices for each production
* Create a collection of sounds and music to be stored on an in-class device
* Create a sound cue list and enter cues in the script
* Test all equipment the week before tech week
* Work with the director and light board operator to time the sound cues
* Run the sound board for all shows – the lead designer/operator will run the first show, work with the assistant designer on the second show, and act as a mentor for the final show, which is run fully by the assistant designer

I understand these expectations and will adhere to the responsibilities and time requirements as a member of Broken Box Theatre Company. If I cannot uphold these requirements, I understand that I may be replaced.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_