

## ***Duties of the Stage Manager***

The stage manager is directly responsible to the director and the technical director for the smooth running of the production during rehearsals and performances. The stage manager is also responsible for sustaining established production values during the performance run.

### **The Stage Manager:**

- ☞ Is the primary controlling force behind a successfully integrated production
- ☞ Informs the actors, singers and dancers of curtain times, cast calls and other publicity requirements, as well as costume fitting calls, photographic shoots, etc.
- ☞ Coordinates all technical aspects of the production, and calls all cues
- ☞ Creates and maintains prompt and show books as an archival record
- ☞ Deals with latecomers, absentees, disruptive patrons and other individuals causing problems, and takes disciplinary action when necessary (in coordination with the house manager)
- ☞ Keeps an accurate record of attendance and other related matters pertaining to actor discipline
- ☞ Ensures building security at the end of a performance, including turning off all lights, computers, etc., and making sure that all personnel are out of the building
- ☞ Handles backstage emergencies and maintains order during crises
- ☞ Coordinates taping of the stage for rehearsals
- ☞ Ensures rehearsal properties are available as scheduled and needed (coordinates this with prop crew)
- ☞ Schedules and coordinates production meetings with director, technical director and other artistic staff members as necessary, and on a regular basis, during preproduction
- ☞ Coordinates with the technical director and director all aspects of scenery and fly system movement, and other technical aspects of backstage operations for the production
- ☞ Anticipates personnel needs, including personal and first aid
- ☞ Supervises strike and restore along with the technical director and crew heads.

*This position requires TOTAL COMMITMENT. The Stage Manager comes early and stays late. There can be no missed calls, especially during technical rehearsals. The SM should be the cornerstone of discipline, organization and show pride.*

## ***Duties of the Lighting Crew***

The **Lighting Crew** works under the supervision of the Technical Director, Master Electrician and the Lighting Designer during installation of the hanging plot, and the Lighting Designer for the focusing, coloring and other manipulation of the hang to complete the lighting design.

## **Duties of the Master Electrician**

The ME is the lighting crew head, and is directly responsible to the lighting designer for the installation and maintenance of the lighting design, including assembling lighting equipment, supervising hang and focus, installation of special equipment such as automated luminaires, special effects lighting and all power distribution.

*This position requires TOTAL COMMITMENT. The Master Electrician comes early and stays late. There can be no missed calls, especially during technical rehearsals. The ME is especially critical during Q to Q rehearsals and that "push" during tech week. . The ME must also be conversant on all lighting equipment and control consoles, as well as current trends in software and technologies, which requires constant research, practice and improvement of skills.*

## **Duties of the Console Electrician**

The Console Electrician is responsible for the coordination of the cues with the lighting designer and stage manager, and is responsible for the programming and operation of the lighting control console during the production, as well as channel, color and focus check every evening before the performance. S/he is also responsible for current copies and backups of all soft (computer) and hard (printed copies) information for the design.

Sometimes the Master Electrician and Console Electrician are the same person.

## **Duties of the Stage Electrician**

The Stage Electrician is responsible for the operation, maintenance and repair of lighting elements onstage, including lighting instruments, automated luminaries, color scrollers, atmospheric smoke machines, DMX integrity, etc.

## **The Lighting Crew:**

- ☞ Hangs, focuses, colors and maintains all lighting instruments and equipment (cable, frames, safety cables, etc.) in a safe manner
- ☞ Assists in setting up special effect lighting as specified by the design
- ☞ Is capable and ready at any time to service, repair or troubleshoot any instrument in use in the theater
- ☞ Ensures clear areas and proper storage of all lighting equipment during the production and at strike
- ☞ Provides follow spot operation for the production
- ☞ Assists in restoring the house lighting design after the production has closed.

# Crew Responsibilities (rev 9/12)



## ***Duties of the Stage Crew***

The Stage Crew works under direct supervision of the technical director when in the shop, and also under the supervision of the stage manager when the production begins technical rehearsals. Generally there will be a Stage Crew Head (often the Student Technical Director or Master Carpenter) who is responsible for receiving direct instruction from the technical director, and disseminating that information to his/her crew.

## **Duties of the Student Technical Director**

The Student Technical Director supervises all crews, interprets all working drawings, and assists crew members with safe and effective operation of all shop equipment, tools, and apparatuses.

*This position requires TOTAL COMMITMENT. The STD comes early and stays late. There can be no missed calls, especially during technical rehearsals. The STD maintains discipline and should be an example to the crew.*

## **Duties of the Master Carpenter**

The Master Carpenter works directly under the technical director / student technical director, supervising all construction crew members, ensuring safe and appropriate construction and shop methods in the construction, rigging and implementation of the scenic design.

## **Duties of the Shop Steward and Tool Steward**

The shop steward works under the direct supervision of the technical director and/or instructor. S/he works in coordination with the tool steward in being caretakers of the scene shop area and all tools and related equipment. Often the Shop Steward and Tool Steward are the same person.

## **The Shop Steward:**

- ☞ Assures that all safety procedures and precautions are being followed as determined and established by the technical director.
- ☞ Assures that all equipment is being used according to the proper techniques and instructions for the given equipment.
- ☞ Establishes and maintains a safe working environment that includes proper ventilation, good climate control, clean and organized work areas and walkways, well-lit work areas, and proper use of guards and other protective gear.
- ☞ Assures that the shop and related areas are neat and tidy at the end of each work period.

# Crew Responsibilities (rev 9/12)



## **The Tool Steward:**

- ☞ Assures the proper use, storage and maintenance of all hand, power and installed tools and related equipment as determined and established by the technical director.
- ☞ Assures that all tools are returned to their proper storage places at the end of each work call.
- ☞ Assures that all safety procedures and precautions are being followed as determined and established by the technical director.
- ☞ Assures that all equipment is being used according to the proper techniques and instructions for the given equipment.

## **The Stage Crew:**

- ☞ Constructs and finishes (paints) set pieces and large set prop pieces (furniture, etc.) for productions
- ☞ Rigs elements of the staging (fly system) as the design for the production specifies
- ☞ Must be able to work from a finished working drawing, as well as "thumbnail" sketches for a given project
- ☞ Runs scene shifts (stage scenery, rigging and fly system operations) as directed and specified during the production
- ☞ Maintains the fly rail in organized, proper condition
- ☞ Maintains all drops, curtains and other hanging units
- ☞ Handles and coordinates movement of large set pieces during non- and preproduction times
- ☞ Participates in show strike, restoring the theater, scene shop and storage areas
- ☞ Works as a team, utilizing each individual's strengths, to operate the crew as a fine-tuned machine.

## ***Duties of the Properties Crew***

The prop crew is supervised by the Properties Master, Technical Director and/or Properties Supervisor during pre-production, and by the Stage Manager as the props relate to the running of the show.

## **Duties of the Properties Master**

The Properties Master is responsible for the direct supervision of the properties crew during construction and pre-production, and during the run of the show. S/he also attends certain rehearsals and works with the Stage Manager and Director to establish a comprehensive properties list that includes all hand, set and costume props, as well as stage effects and weaponry. S/he is also ultimately responsible for the organization, maintenance and return of all properties to storage or back to the original source.

*This position requires TOTAL COMMITMENT. The PM comes early and stays late. There can be no missed calls, especially during technical rehearsals. The PM is especially important during the final days before and during tech rehearsals in implementing the proper and safe use of all props, sfx and weaponry.*

## **The Properties Crew:**

- ☞ Furnishes all set and hand props for the production
- ☞ Locates and maintains prop storage areas onstage and in the shop
- ☞ Maintains all props used in production, including esoteric properties (magic tricks, livestock, etc.)
- ☞ Ensures cleanliness of stage and order of backstage areas for rehearsals and performances
- ☞ Furnishes rehearsal props as specified by the technical director, properties supervisor and/or stage manager
- ☞ Is responsible to the stage manager for the coordination of all props
- ☞ Produces all "live" sound and special effects backstage
- ☞ Assists flymen in stage scene-changing and rigging adjustments
- ☞ Ensures proper storage and return of all props used in the production during strike
- ☞ Works to establish relationships with viable properties furnishers in the community (furniture stores, gun wranglers, animal handlers, etc.)
- ☞ Returns in good, clean condition all properties that were borrowed or rented for the production
- ☞ Restores the prop storage and work areas at the end of each production.

## ***Duties of the Scenic Artist Crew***

The Scenic Artist Crew works under direct supervision of the scenic designer and technical director when in the shop and working onstage to complete the scenic painting duties.

### **Duties of the Lead Painter**

The LP is responsible for keeping the scenic artist crew working safely and consistently, and is the main liaison between the technical director, scenic artist and crews. The LP reports to the scenic artist when there are artistic or application questions, and reports to the technical director when there are issues with equipment or the shop space, or if there are materials or equipment needed. The LP supervises the scenic artist crew to keep the paint area clean, clear and organized, and to clean up at the end of each project or work call.

*This position requires TOTAL COMMITMENT. The LP comes early and stays late. There can be no missed calls, especially during final painting work calls. The LP must also be conversant on all shop painting equipment, procedures and protocol, which requires constant practice and improvement of skills.*

### **Duties of the Scenic Artist Crew:**

- ☞ Finishes (paints) set pieces and large set prop pieces (furniture, etc.) for productions
- ☞ Must be able to work from a finished rendering, as well as "thumbnail" sketches for a given project
- ☞ Cares for all paints, equipment and materials used to paint and surface the scenic element
- ☞ Mixes, prepares and cares for all surface treatments for a particular production
- ☞ Keeps the paint area clean, clear and organized
- ☞ Keeps the paints, colorants, additives and ingredients covered, well-preserved and clearly and concisely labeled
- ☞ Keeps brushes, rollers, sprayers and all application tools in top condition and excellent working order
- ☞ Reports all defects in equipment to technical director
- ☞ Reports all needs for raw materials to the technical director
- ☞ Works as a team, utilizing each individual's strengths, to operate the crew as a fine-tuned machine.

# Crew Responsibilities (rev 9/12)



## ***Duties of the Costume Crew***

The Costume Crew works under the supervision of the Costume Designer and Student Costumer, along with the Stage Manager, in coordinating all aspects of the costume concept and design. The crew may work on a relatively simple, contemporary design, or a complex period piece requiring a great deal of research and historical accuracy.

## **Duties of the Student Costumer**

The Student Costumer is responsible to the Costume Designer to oversee the execution of the costume design, including supervision of crews, organization of the various costume pieces, and coordination with Wardrobe Crew, Hair/Wig Crew, and Make-up Crew.

*This position requires TOTAL COMMITMENT. The SC comes early and stays late. There can be no missed calls, especially during technical rehearsals. The SC must also be conversant on all shop equipment, procedures and protocol, which requires constant practice and improvement of skills.*

## **The Costume Crew:**

- ☞ Assists in construction of costumes and accessories
- ☞ Is skilled in the use of a needle-and-thread, sewing machine and overlock (serger) machine, as well as craft skills such as knitting/crocheting, hot glue gun, appliqué, dying fabric, laundry, etc.
- ☞ Takes and records measurements of performers.
- ☞ Working with costume designer, acquires fabrics/material/patterns for costume construction.
- ☞ Seeks, among community contacts as well as cast members, costumes, pieces and accessories relevant to the production.
- ☞ Ensures that all borrowed items are returned to sources in a clean, good condition.
- ☞ Maintains the cleanliness of the costume shop, storage areas, dressing rooms and makeup areas.
- ☞ Maintains integrity of the costume design during the run of the production.
- ☞ Properly inventories and stores costumes and accessories during strike.

## ***Duties of the Wardrobe Crew***

The Wardrobe Crew works under the supervision of the Costume Designer, Student Costumer, and Wardrobe crew head along with the Stage Manager, in coordinating all aspects of the use of costumes by actors. The crew will support the show and actors in production and dress rehearsals in addition to helping costume crew as needed.

## **Duties of the Wardrobe Crew Head**

The Wardrobe Crew Head is responsible to the Costume Designer to oversee the organization of dressing rooms, including supervision of crews, organization of the various costume pieces, and coordination with Wardrobe Crew, Hair/Wig and Make-up Crew.

*This position requires TOTAL COMMITMENT. The WC comes early and stays late. There can be no missed calls, especially during technical rehearsals. The WC must also be conversant on all shop equipment, procedures and protocol, which requires constant practice and improvement of skills.*

# Crew Responsibilities (rev 9/12)



## **The Wardrobe Crew:**

- ☞ Assists in organization of the dressing rooms
- ☞ Assists in creation and modification of dressing lists
- ☞ Develops a running track for the actors they will support
- ☞ Maintains all costumes used in production, including cleaning, pressing, mending, etc.
- ☞ Works with prop crew in furnishing costume props (canes, handkerchiefs, hats, jewelry, etc.)
- ☞ Works with Costume Designer and Stage Manager to provide “Do-fer” items to actors in rehearsal
- ☞ Assists Actors in quick changes
- ☞ Checks in/out costume items to actors for each dress rehearsal or performance
- ☞ Launders costumes as needed
- ☞ Ensures that all borrowed items are returned to sources in a clean, good condition
- ☞ Maintains the cleanliness of the costume shop, storage areas, dressing rooms and makeup areas.
- ☞ Maintains integrity of the costume design during the run of the production.
- ☞ Properly inventories and stores costumes and accessories during strike.

## **Duties of the Hair/Wig and Make-up Crew Head**

The Hair/Wig and Make-up Crew Head is responsible to the Costume Designer to oversee the organization of dressing rooms, including supervision of crews, organization of the various Wigs, Styling, and Make-up needs of the show in coordination with Wardrobe Crew and the Costume Crew.

*This position requires TOTAL COMMITMENT. The Crew Head comes early and stays late. There can be no missed calls, especially during technical rehearsals. The Crew Head must also be conversant on all shop equipment, procedures and protocol, which requires constant practice and improvement of skills.*

## **The Hair/Wig/Make-up Crew:**

- ☞ Assists in organization of the dressing rooms
- ☞ Assists in styling of wigs for the production
- ☞ Develops a running track for the actors they will support
- ☞ Maintains all wigs used in production, including restyling or washing.
- ☞ Works with Actors not using wigs to help style their hair.
- ☞ Assists the performer in basic makeup techniques, and provides special assistance with effect and character makeup.
- ☞ Assists in actors’ wig preparation
- ☞ Assists actors in quick changes
- ☞ Maintains the cleanliness of the costume shop, storage areas, dressing rooms and makeup areas.
- ☞ Maintains integrity of the costume design during the run of the production.
- ☞ Properly inventories and stores wigs, make-up, styling tools and accessories during strike.

## ***Duties of the Sound Crew***

The sound crew works with the director and stage manager in constructing the sound concept and playback for the show, and with the technical director to set up sound equipment for the running of the production. In addition, the sound crew installs and maintains all equipment relating to the technical operations of the orchestra pit, including stand lights. There are at least two members of the sound crew that actually run the sound for the production: the sound engineer, who sits in the "crow's nest" and controls all sound levels; and the sound board/playback operator, who operates playback and other functions in the control booth. In addition, there are usually RF technicians that place and maintain wireless mic units for all cast members.

## **Duties of the Sound Engineer**

The SE is the main liaison between the technical director, sound designer and theater manager. The SE, working under the supervision of the sound designer, is the person who collects and organizes sound effects into a playback system. The SE keeps equipment organized, maintained and in good working order during setup, rehearsals, show calls and strike. The SE operates the RF microphone system in conjunction with the playback operator during technical rehearsals and performances. S/he supervises the crew during the installation, operation and strike and restore.

## **The Sound Crew:**

- ☞ Provides all hook-up for control console, wired and wireless (RF) microphones, sound playback and recorded effects, monitors (both audio and video), and all other sound equipment as this equipment relates to the running of the show
- ☞ Maintains all microphones, consoles, speakers, playback units and like equipment in good working order
- ☞ Runs the main console and the microphone console (when necessary) during the production
- ☞ Operates all playback devices (CD, cassette, DAT, computer controlled audio, etc.) for the production, under the direction of the stage manager
- ☞ Creates, stores and maintains recordings, and provides backup recordings, for shows which require their use
- ☞ Strikes and ensures proper storage of all sound equipment
- ☞ Ensures the proper, safe method of running microphone and other audio cable, setting up and placement of sound equipment, and proper operation and routine storage of all sound equipment.

# Crew Responsibilities (rev 9/12)



## *Duties of the House Crew*

The House Crew is under the supervision of the House Manager, who is responsible for the safety, comfort and accessibility of the audience members.

### **The House Manager:**

- ☞ Supervises the ushering staff.
- ☞ Ensures cleanliness of the house, before the house opens and after the production every night
- ☞ Coordinates actual house opening, show start and delays with the stage manager
- ☞ Announces the start of the show and end of intermission
- ☞ Supervises lobby concessions during preshow and intermission
- ☞ Handles all emergency situations with poise and confidence (fire alarm, bomb threat, altercations, acts of God, etc.)
- ☞ Assists physically challenged individuals (who request assistance) to appropriate seating areas, and supervises the distribution of listening assistance devices.

### **The Ushering Staff:**

- ☞ Assists ticket holders in finding the correct seat/ area
- ☞ Provides crowd control and promotes proper audience protocol (policing recording devices, preventing eating/ drinking/ smoking in house, etc.)
- ☞ Assists house manager in maintaining control during emergency situations and potentially dangerous situations
- ☞ Is the "eyes and ears" of the production, and responds to the needs of the audience members with a personal touch
- ☞ Assists with concessions and memorabilia sales
- ☞ Maintains order among unruly audience members
- ☞ Assures enjoyment of all theatre goers by politely dealing with disruptive persons (crying babies, unruly children, talkers, eaters, partyers, etc.).

### **The Box Office Staff:**

- ☞ Efficiently and effectively process ticket purchases using the STARTICKETS program
- ☞ Work on projects as assigned by the Box Office Manager
- ☞ Must be able to work the evenings of shows, as well as be available for one or two days a week from the hours 2pm to 4pm
- ☞ Good organization skills
- ☞ Must accurately maintain a cash drawer
- ☞ Completes other duties as assigned.

# Crew Responsibilities (rev 9/12)



## *Duties of the Scenic Artist Crew*

The Scenic Artist Crew works under direct supervision of the scenic designer and technical director when in the shop and working onstage to complete the scenic painting duties.

- ☞ Finishes (paints) set pieces and large set prop pieces (furniture, etc.) for productions
- ☞ Must be able to work from a finished rendering, as well as "thumbnail" sketches for a given project
- ☞ Cares for all paints, equipment and materials used to paint and surface the scenic element
- ☞ Keeps the paint area clean, clear and organized
- ☞ Keeps the paints, colorants, additives and ingredients covered, well-preserved and clearly and concisely labeled
- ☞ Keeps brushes, rollers, sprayers and all application tools in top condition and excellent working order
- ☞ Reports all defects in equipment to technical director
- ☞ Reports all needs for raw materials to the technical director
- ☞ Works as a team, utilizing each individual's strengths, to operate the crew as a fine-tuned machine.

## *Duties of the Lead Painter*

- ☞ Responsible for keeping the scenic artist crew working safely and consistently
- ☞ Reports to the scenic artist when there are artistic or application questions
- ☞ Reports to the technical director when there are issues with equipment or the shop space, or if there are materials or equipment needed
- ☞ Supervises the scenic artist crew to keep the paint area clean, clear and organized, and to clean up at the end of each project or work call.