

# PRODUCTION POSITIONS

## ASSISTANT PRODUCTION MANAGER

- Attend production meetings and take notes that pertain to budget issues and crew assignments, issues, etc.
- Disseminate information from the faculty and staff to the company regarding calls, events, outside opportunities, etc.
- Maintain the company contact info and the listserv
- Maintain an attendance sheet for the season's events, calls, and productions
- Complete tasks assigned by the department Production Manager.

## STAGE MANAGER

Stage Managers (SM) provide practical and organizational support to the director, actors, designers, stage crew and technicians throughout the production process. The role of the stage manager is especially important to the director in rehearsals. Here the director and the stage manager work side by side, with the SM recording the director's decisions about blocking and notes for the actors, keeping track of logistical and scheduling details and communicating what goes on in rehearsals to the rest of the team.

SMs have several key responsibilities and tasks to perform in each phase of a production including:

- Scheduling and running rehearsals
- Communicating the director's requests to the designers and crafts people through rehearsal reports
- Coordinating the work of the stage crew
- Calling cues and possibly actor's entrances during performances
- Overseeing the entire show each time it is performed

In conjunction with the director, the SM determines the scheduling of all rehearsals and makes sure everyone involved is notified of rehearsal times, meetings, costume/wig fittings and coaching sessions. During the rehearsal phase, SMs also:

- Tape out the dimensions of the set on the floor of the stage or rehearsal hall
- Make sure rehearsal props and furnishings are available for all rehearsals (this is done in conjunction with the Props Master)
- Notify the designers and crafts people of changes made during rehearsal

SMs are responsible for keeping an up-to-date prompt book that includes

- Blocking and rehearsal notes
- Company contact info
- Rehearsal & meeting reports
- Props lists
- Shift plots
- Lighting and sound cues

*Information borrowed from American Association of Community Theatre website: [www.aact.org](http://www.aact.org)*

## ASSISTANT STAGE MANAGER

The Assistant Stage Manager (ASM) is chiefly responsible for assisting the SM. Each production should have a minimum of two ASMs. ASM responsibilities include:

- Assisting the SM with blocking notes, line notes, & prop notes
- Acting as the crew chiefs on SR & SL during the run of a production
- Being "on-book" during rehearsals to provide the actors with lines
- Assisting the SM in any other area where help is needed

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# PRODUCTION POSITIONS

## COSTUME DESIGNER

- Designs the visual appearance of the actors on stage
- Designs all clothing and accessories worn by the actor
- Works with the makeup designer on the makeup and hair designs for each of the actors
- Creates thumbnail sketches and color renderings for all costumes to be created
- Provides visual images for all costumes to be pulled
- Creates a costume plot and character chart
- Purchases all fabrics and trims to be used to build the costumes
- Locates all costume items to be purchased
- Attends all fittings of actors in costumes
- Attends all dress rehearsals

## COSTUME SHOP SUPERVISOR

- Supervises the build of all costumes
- Supervises the shop personnel
- Maintains the budget
- Organizes the fittings of costumes with the stage manager
- Creates the timeline of costume construction
- Works with the wardrobe crew to organize the backstage activities during the run of the show
- Attends dress rehearsals

## MAKEUP DESIGNER

The makeup designer works with the costume designer and director to develop the makeup and hair design for each actor.

## CUTTER / DRAPER

The cutter/draper, under the supervision of the costume shop supervisor:

- Translates the costume designer's sketches and creates the patterns for the costumes to be constructed
- Supervises the stitches in the construction of the garments
- Assists in fittings of costumes on actors

## STITCHER

The stitcher, under the supervision of the cutter/draper, is responsible for construction of costumes.

## WARDROBE CREW

The wardrobe crew, under the supervision of the costume shop supervisor, is responsible for:

- Cleaning, pressing, storing, and organizing the costumes
- Dressing any wigs or hairpieces to create a specific style or look
- Making any necessary costume related repairs
- Placing all costumes and accessories in their appropriate locations before and during the dress rehearsals and performances
- Assisting the actors in getting into their costumes, quick changes and so forth

# PRODUCTION POSITIONS

## DIRECTOR

- Works collaboratively with production designers to define the style, period, context, and practical needs for all production decisions
- Conducts and helps publicize auditions
- Consults with other director(s) in any given semester on casting decisions
- Creates and defines rehearsal schedule and rehearsal objectives
- In consultation with designers and technical director, defines and schedules all tech/dress rehearsals
- Conducts all rehearsals, supervising the rehearsal company, which includes all actors/understudies and stage management team.
- Provides the blocking (and its updates) to cast and stage management team
- Coaches actors throughout the rehearsal period
- Collaborates on PR for the production - including articles, news releases, and poster and program designs
- Works collaboratively with production designers and TD to bring all aspects of the production together during production week(s)
- Coordinates photo call, consulting with all designers to ensure that ample archival pictures for portfolios are taken

## ACTOR

- Auditions for role in production
- Arrives at rehearsal early and ready for work
- Warms up vocally and physically prior to every rehearsal and performance
- Analyzes and researches role before and during the rehearsal process
- Learns lines and blocking by rehearsal schedule deadlines
- Works on development of character both in and outside of the rehearsal process
- Writes down director's notes and conscientiously addresses them
- Wears appropriate clothing which serves the characterization to rehearsal

Finally, consider the following:

“One of the most important tasks an actor faces is working smoothly with the people around him.... Though conflict is the essence of drama, it is the bane of productivity; therefore, keep the following virtues ever before you:

- Humility, so that when someone corrects you, you will not be offended;
- Generosity, so that when someone errs, you do not condemn, but forgive;
- Consideration, so that when someone believes something, you do not denounce his belief;
- Tact, so that when you believe something, you know the proper place, manner, and time to present that belief.

“Practice these virtues, and you will rise above the petty disturbances and another's opinion will not outrage you.

“...Wipe your feet at the door. What goes on inside the theater belongs in the theater. When you leave, leave behind you all the baggage and live your life lovingly. In short, after the show is over, separate yourself from the experience you have onstage. Conversely, leave worldly cares outside when you come to the theater to rehearse or perform. Always try to build a rapport with those around you. The closer you are, the freer you'll be to exchange ideas and the better you'll work off the other people in a scene.”

*Taken from **A Practical Handbook for the Actor** by Melissa Bruder, Lee Michael Cohn, Madeleine Olnek, Nathaniel Pollack, Robert Previto, and Scott Ziglar.*

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## LIGHTING DESIGNER

- Designs the atmosphere of the play
- Responsible for the lighting and special electrical effects used in the production
- Provides images that support the desired effect/look for each scene in the production
- Creates the following plans/paperwork: lighting plot, lighting section, instrument schedule, cue sheet
- Attends all technical and dress rehearsals

## ASSISTANT LIGHTING DESIGNER

Producing the paperwork is the role of the assistant lighting designer, also known as the lighting associate. This person is responsible for:

- Creating and continually updating the various types of paperwork that are an essential element of any good lighting design
- Assisting with focusing, organization of work, and so forth

## SOUND DESIGNER

- Creates sound reinforcement used in the production
- Designs the atmosphere of the show
- Records/gathers any sound effects needed
- Records/gathers any music needed
- Supervises the placement of all monitors to be used
- Creates sound cue sheet
- Attends all technical and dress rehearsals

## MASTER ELECTRICIAN

The master electrician, under the supervision of the lighting designer, is responsible for:

- The acquisition, installation, and maintenance of all lighting equipment
- Supervision of the crews who hang, focus, and run the lighting equipment
- Responsible for light operation during technical rehearsals and performances

## ELECTRICS CREW

The electrics crew, under the supervision of the master electrician, is responsible for hanging and focusing the lights.

## BOARD OPERATORS

The light/sound board operators, under the supervision of the light/sound designers, are responsible for:

- The recording, editing, and playback of sound during rehearsals and performances (sound)
- The running of any sound reinforcement systems during the production (sound)
- Operating the lighting board during the technical rehearsals and run of the show (light)
- Assisting ASMs and run crew with sweeping, mopping, and prepping the stage prior to the run of the show (both)

# PRODUCTION POSITIONS

## SCENIC DESIGNER

- Designs the environment for the play, in support of the design/directorial concept
- Provides visual representation of design: thumbnail sketches, color renderings, and/or presentation model
- Designs the properties
- Creates all plans including: ground plan, front elevations, detail drawings, center-line section, painter's elevations
- Attends all technical and dress rehearsals

## TECHNICAL DIRECTOR

- Supervises the construction of all scenery and properties
- Creates working drawings showing the construction details and techniques that will be used to build the scenery
- Supervises the transporting of the scenery from the shop to the stage
- Supervises the mounting, rigging, and maintenance of the scenery while it is in the theatre
- Attends all technical and dress rehearsals

## ASSISTANT TECHNICAL DIRECTOR

The ATD is responsible for aiding the Technical Director during the technical design and production of the show. These responsibilities can include, but are not limited to:

- Assisting in the technical design and engineering of a show
- Assisting in the creation of technical plates and shop drawings (use of AutoCAD)
- Assisting in budgeting and material estimations
- Completing specific projects as assigned by the TD
- Working regular hours in the shop during the build process
- Heading crews for load-in and/or strike of a show
- Maintaining open and frequent communication with the TD
- Other responsibilities that may be assigned by the TD

## MASTER CARPENTER

The Master Carpenter is chiefly responsible for aiding in the construction of the show, as well as:

- Assisting with the supervision of projects and responsibilities in the shop
- Assisting the Technical Director with shop responsibilities and maintenance
- Heading crews during load-ins and strikes
- Helping to maintain safety and quality in the shop

## CARPENTER

Carpenters (Carps) are responsible for building scenery and assisting with construction of the show. Carpenters are required to attend regular hours in the shop and to be present at all work calls, load-ins, and strikes.

# PRODUCTION POSITIONS

## PROPS MASTER

The Props Master (PM) heads the props crew and is responsible for acquiring, building and maintaining the props for the assigned production. The PM's other responsibilities include:

- Maintaining an up-to-date and accurate props list
- Acquiring rehearsal props
- Building & purchasing props
- Preparing the props for rehearsal and performance
- Overseeing the props run crew

## PROPS CREW

The Props Crew is responsible for acquiring, building, maintaining and running the props for a production under the supervision of the Props Master.

## PAINT CREW

The Paint Crew is responsible for painting all of the scenery for the assigned production. Paint crew ultimately answers to the Scenic Designer but may receive instruction from the Technical Director. Paint crew is also responsible for sculpting or upholstering specialty scenic pieces or furniture pieces.

## FLY CREW

The fly crew is responsible for running the fly system during technical rehearsals and the run of the show. The fly crew must be familiar with the cue system being used, whether it is audio (headset) or visual (hand motion from ASM or cue light). *Potential fly crew members must first be trained and approved by Ryan Hemsoth, Matthew Emerson, or Russell Hill.*

## RUN CREW

The run crew is responsible for operation of show elements during technical rehearsals and the run of the show. These elements may include, but are not limited to:

- Moving set pieces and furniture during scene changes of a show
- Setting the space before the beginning of the show
- Clearing the space after the show