

Crew Positions

- **Stage Manager**

- The Stage Manager works with the Director in rehearsal, recording the blocking and seeing that cast members stay on script, have necessary props, and follow the staging. All notes are maintained in a prompt book containing 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 and communicating with the director, actors, and backstage crew.

- **Scenic Head**

- Under the director's direction, assist in building and assembling all scenic elements of the set. Also, be in charge of the run crew for the show's performances and help organize all scenic changes.

- **Scenic Crew**

- Under the direction of the Director and Scenic Head, assist in building and assembling all scenic elements of the set. This includes building and moving pieces, organizing everything backstage, and modifying pieces to meet the show's needs.

- **Lighting Head**

- After reading the play and meeting with the Director, design a lighting plot for the show to provide all necessary lighting, including general area lighting and any special lighting effects. Once the design is approved, work with the Director and lighting crew to hang and focus lights for the show. Designs look for each scene and record cues on the board for the show. May also be the Light Board Operator for the show.
- The Light Board Operator operates 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 works properly. May participate in hanging and focusing lights for the show.

- **Sound Head**

- After reading the play and meeting with the Director, prepare all necessary sounds (music, sound effects, background, etc.) for the show, including any required pre-show, intermission, or post-show music. Once approved, prepare all sounds for the sound crew and assist with setting levels and timing for cues. May also be the Sound Board Operator.
- Responsible for operating the sound board during all performances. This includes all microphones, phones, 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 operates properly.

- **Props Head**

- Build, make, or acquire any needed props for the production. During performances, the Prop Master is in charge of the prop table(s), ensuring that all props are accounted for and in working order. The prop master 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 prop problems during a performance and organize the prop table(s). May assist Run Crew with scene shifts, etc.

- **Costume Head**

- Designs overall costume and makeup concepts for the production. Pulls and looks for needed costumes and Makeup. Organizes the distribution of costume pieces and the return of costume pieces from the actors. Ensures that all costume pieces are accounted for and in good working order at the end of each rehearsal and show. Organizes any required quick changes. Oversees all makeup and hair applications.

- **Costume Crew**

- Assists the Costume Designer 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 the 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 rehearsal and show, assisting actors with any required quick changes either on or near the stage and any other costume-related needs of the show.
- Assists with all aspects of makeup and hair for the show. Duties may include applying makeup, styling hair, keeping the makeup 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 to design, make, copy, distribute, and post all advertisement materials for the show, including programs, posters, flyers, shirts, etc. Takes photos throughout the production. Advertises on the company's social media pages. The House Manager will be selected from within the crew.

- **Run Crew**

- Is responsible for the safety of the backstage area during all performances. Cleans all areas at the start of call time and is responsible for all set changes during a performance or rehearsal. Returns set to the “pre-show” setting after every performance. Will always be selected from the set/props crew first.

- **House Manager**

- Is responsible for everything in front of the stage. Make sure that the house is ready before any audience members arrive. Organizes the ushers to pass out programs, collect tickets, and advertise concessions/show baskets; generally responsible for a pleasant audience experience before, during, and after the show.

- **Usher**

- Report to the house manager at the beginning of the call. Assist with passing out programs, collecting tickets, and advertising concessions. Following every performance, work with the house manager to pick up trash, recyclables, and any programs left behind that can be reused at future performances.