

Crew Responsibilities

R E S P O N S I B I L I T I E S O F T H E C R E W

GENERAL CREW RESPONSIBILITIES:

When you are on the Run Crew for a production (Scene Shift Crew, Costume Run Crew, Hair/Make-up Crew, Props Crew, and Board Ops), you are an important and integral part of the production team. It is imperative that you conscientiously fulfill your responsibilities and expectations. This sheet is intended to help you understand your duties, responsibilities, and expectations. It is not intended to be complete or comprehensive—your crew head may have other specific duties for you.

1. Crews are responsible for checking the callboard daily for any notices or changes in call times.
2. Any conflict should be reported to the production manager immediately after crew assignments are posted.
3. Crews are expected to be on time for their assigned call time. Anyone expecting to be late should call the stage manager or assistant stage manager immediately.
4. All Run Crew members are expected to attend the Pre-Tech.
5. Run Crew members are required to wear black clothing.
6. Please be quiet back stage.
7. When you are given a call of any sort, please say, “Thank you,” so the Stage Manager knows that you heard the call.
8. When you are given a stand-by cue, please say, “Standing,” so the Stage Manager knows that you heard the call.
9. When in a stand-by, there will be no talking over headsets.
10. No crew members should ever be visible to audience members in hallways, restrooms, and particularly in the theatre proper except in the case of true emergency or if required by a unique production duty.
11. All electronics (cell phones, laptops, iPods, Blackberries, etc. etc.) must be turned completely off backstage. These devices disrupt the sound and headset equipment and are an unnecessary distraction to cast and crew. The Assistant Stage Manager/Deck Captain will enforce this policy.

SCENE SHIFT CREW:

1. Is responsible for implementing any scene changes during performance including but not limited to set pieces, set dressing, furniture, etc. and for any flying and some costume changes.
2. During scene shifts, crew members should move with alacrity, but not rush. Scene changes are typically choreographed by the Director/ASM or the Stage Manager and should be accomplished with polish, professionalism and purpose.
3. Scene Shift Crew is responsible for cleaning the floor, which may include: sweeping, mopping, vacuuming
4. At the beginning of every show, the crew does a check of all set and props and line sets to make sure they are ready for the show, this is called a pre-show check.

PROPS CREW:

1. Is responsible for the upkeep, repair, cleaning, and running of all props during the run of a particular production.
2. Props Crew insures the safety and sanitation of all props and consumables during the run of a production.

3. Notifies the Stage Manager when restocking of any consumables is necessary.
4. Is responsible for keeping the prop tables neat and tidy with clean paper
5. Note; there are special rules for weapons storage and treatment. If weapons are in the show, props crew will get training on how to store these items.
6. During Strike, Props Crew is responsible for assisting Props Designer in returning props and insuring all items are returned in good condition.

WARDROBE CREW:

Pre-show duties:

1. Sign in sheet with Stage Manager
2. Do any repair notes
3. Wash and dry laundry as per instructions
4. Press laundry
5. Put clean laundry in garment bag or locker
6. Check accessories
7. Check racks to be sure all costume pieces are present
8. Check pre-set articles on stage
9. Help with Hair/Make-up to the best of their abilities.

During show duties

1. Help actors with costume or Hair/Make-up changes
2. Hang costume changes where needed
3. Maintain backstage costume organization and cleanliness

After show duties

1. Check stage to see everything is in its proper place
2. Check dressing rooms to be sure everything is picked up and put away
3. Start laundry (if necessary)
4. Check make-up room to be sure everything is put away and it is tidy
5. Iron off
6. Lights off
7. Doors and windows locked

HAIR / MAKE - UP CREW:

1. Sign in sheet with Stage Manager
2. Is responsible for assisting cast members with Hair/Make-up application during the run of a particular production.
3. Actors should apply their own make-up and hairstyle unless there are special make-up effects or wigs or hairstyles. Hair/Make-up Crew members are present to assist and facilitate.
4. During Dress/Tech Rehearsals and performances, Hair/Make-up Crew members are on the Run Crew and may be assigned to assist with quick hair/make-up changes or other backstage duties.
5. Hair/Make-up Crew members are responsible for helping to keep make-up area clean and sanitary.
6. Notifies Costumes Shop Manager of the need to restock any supplies used during the run of the show.

LIGHT BOARD OPERATOR:

1. Is responsible for helping set lighting cues and assisting the Lighting Designer during Technical Rehearsal and for implementing the Light Design during the run of the show. The Light Board Operator is responsible for maintaining any paperwork including Light Cue List for the show.

2. The Light Board Operator is responsible in performing dimmer checks prior to each Technical and Dress Rehearsal, and each performance. TD or Lighting Designer will provide a process for how to do this.

SOUND BOARD OPERATOR:

1. Is responsible for implementing the Sound Design and maintaining all sound equipment for the show.
 2. Is responsible for turning headsets (clear coms) on in pre-check and making sure they are working
 3. The Sound Board Operator is responsible for maintaining any paperwork including Sound Cue Sheets for the show.
 4. The Sound Board Operator performs a sound check prior to each Technical and Dress Rehearsal, and each performance.
 5. After Opening Nights performance the sound Board Operator should with the help of the Sound Designer and/or the Staff, make sure that a Cd is recorded of the show's sound cues and if changes are made after Opening to record another CD of the show's cue.
 6. The Sound Board Operator is responsible for safely storing all tapes, master tape, minidisks, and/or CDs after each rehearsal and performance.
 7. During Strike, the Sound Board Operator returns all tapes, minidisks and/or CDs where they belong.
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OVERVIEW OF TECHNICAL SCHEDULE

Each of the Department's productions will adhere to the following tech schedule. Depending on the scale of the show times and dates may change but the format will remain the same.

PRE-TECH

Attendees – Director, All Designers/Asst. Designers, All Crews

Purpose - Crew assignments given (props, flies, etc.)

Backstage movement choreographed (placement of props, scenery, etc.)

IF POSSIBLE: Director and Designers give a talk about the play/musical and their designs

10 OUT OF 12 TECH REHEARSALS (WITH OR WITHOUT ACTORS)

Attendees - Director, Stage Manager, Asst. Stage Managers, Scenic, Lighting and Sound Designers/Asst. Designers, Technical Director/Asst., all Crew

Purpose – The timing of the Q's is the main focus and trouble areas should be worked until performed correctly

Notes

Sections of the show will be performed in real time to sync the actors with the Q's

The Stage Manager will call for actor holds and the next line for actors to begin (SM will be in the house)

Backstage movement rehearsed in real time with light and sound Q's

All Q's are called and executed. Director and Designers approve or disapprove of looks (Minor corrections can be made at this time)

-Depending on the scale of the show the next rehearsal will be a Q-to-Q with actors or a Tech/Run

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SITZPROBE – MUSICALS ONLY

Attendees - Stage Manager, Director, Cast, Music Director, Orchestra, Sound Designer

Purpose – Sitzprobe is a term used in opera and musical theatre to describe a rehearsal where the singers sing with the orchestra, focusing attention on integrating the two groups. It is often the first rehearsal where the orchestra and singers rehearse together.

1ST DRESS REHEARSAL

Attendees - Director, (Music Director), Cast, (Orchestra), Stage Manager, Asst. Stage Managers, Scenic, Lighting, Props, Costume and Sound Designers/Asst. Designers, Technical Director, Crew, All Design Mentors

Notes - Show will be run in actual time stopping only for very troublesome areas

2ND DRESS REHEARSAL

Attendees - Director, (Music Director), Cast, (Orchestra), Stage Manager, Asst. Stage Managers, Scenic, Lighting, Props, Costume and Sound Designers/Asst. Designers, Technical Director, Crew, All Design Mentors

Notes - Show will be run in actual time stopping only for very, very troublesome areas

FINAL DRESS

Attendees - Director, (Music Director), Cast, (Orchestra), Stage Manager, Asst. Stage Managers, Scenic, Lighting, Props, Costume and Sound Designers/Asst. Designers, Technical Director, Crew, All Design Mentors

Notes Show should run in real time without stopping

Treated as performance with house opening 30 minutes before Go

TECH/PERFORMANCE NOTES

Immediately following each Tech/Dress rehearsal there will be a meeting with the Director, Stage Manager, Technical Director, Costume Shop Manager and all the Designers to cover rehearsal notes. Once notes are given, the Stage Manager puts notes into email Production/Rehearsal Notes template and send out.

Notes go to: Director, Dramaturge, Stage Manager, asst. SM, Technical Director, Costume Shop Manager, Production Manager, Box Office Manager, Theatre Arts & Dance Chair, Marketing, Publicity, All Designers, All Mentors

SET STRIKE

Strike will take place following the final performance. All Cast and Crews are required to attend and participate in strike. During strike, a good deal of potentially dangerous work goes on in a short amount of

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time. Make sure you are aware of all the things going on around you. The fast work pace and the extra enthusiasm you will find does not change the need to pay attention and follow all the rules for working in the theatre and with power tools. Pay extra attention to nails in wood and debris on the floor. The following is a list of proper strike attire:

1. No loose, long or baggy clothing. It can get caught in moving parts and machinery or snagged on splinters etc.
2. Wear shoes with good, non-slippery soles that cover the whole foot; no sandals, flip-flops or dress shoes.
3. No skirts, shorts are fine but jeans are best. If you wear shorts expect to get scrapes.
4. No long or large jewelry. It can get caught on things and at best may get ruined. No rings.
5. Wear clothes that will protect you from dust, etc.
6. You will get dirty and stained. Wear work clothes.
7. Long hair must be put up or tied back and put down your shirt. A cap is a good way to keep your hair up also.

COSTUME CREW STRIKE

Strike will take place following the final performance. All Cast and Crews are required to attend and participate in strike. During strike, a good deal of potentially dangerous work goes on in a short amount of time. Make sure you are aware of all the things going on around you. The fast work pace and the extra enthusiasm you will find does not change the need to pay attention and follow all the rules for working in the theatre. Please follow the list below for Strike:

1. Remove name tape from lockers and remove all items and place them in the garment bags- clean lockers
2. Sweep floors in dressing rooms
3. Actors take home personal belongings including make-up kits
4. Clean mirrors in dressing rooms
5. Clean mirrors in make-up room
6. Sweep floors in make-up room
7. Clean counters in make-up room
8. Clear stage of all costume pieces
9. Return furniture to designated areas
10. Empty Trash bins
11. Final check in all costumes, wigs and accessories & take to Room 114 & 114A
12. The Costume Shop Staff will do Final Laundry and Dry Cleaning

PUBLICITY AND PRODUCTION PHOTOS

Publicity Photos will be taken on the Tuesday of the fourth week of rehearsal. The Director will submit a list of actors and scenes for the publicity photos at the production meeting at the start of the second week of rehearsals.

Production photos will be taken on the last Dress Rehearsal. A list of photos must be submitted by the first dress rehearsal. The Stage Manager and Director will compile the final photo list. Due to time constraints all scenes may not be able to be photographed.

PRODUCTION POSITIONS

The production program is supported by persons in the following positions:

Producer: Responsible for budget, general support organization, calendars, the selecting and naming

of directors, designers, and other contributing artists. In this Department, the Producer is the Department Chair, who works closely with the Production Manager and the Technical Director.

Production Manager: The production manager oversees the Department's production program, chairs the Production Committee, coordinates the productions through appointment of production staffs for each production and calling meetings of these staffs and establishes and controls the budgets for the productions with the Department Chair.

Director: Each production is developed under the artistic leadership of a director, responsible for setting a production concept, casting the production, laying out a rehearsal schedule, conferring with designers and the Technical Director, and conducting rehearsals.

Designers: There are several designers for each production. Chief among these are the scene designer, the costume designer, the lighting designer, the sound designer, the makeup designer, and the hair/wig designer.

Choreographer: Several productions, particularly musicals, call for a choreographer whose contribution is dance and related movement.

Vocal Coach, Musical Director and Acting Coach: On appropriate productions, the Department will have a vocal coach and/or a musical director. Some productions may also make use of an acting coach.

Stage Manager: The manager acts as a communication link between the director and the other artists and technicians. He or she acts as company manager for the actors and aids the director in conducting rehearsals. Once the production moves on stage the stage manager's responsibilities include opening and locking the theatre or studio, delivering calls to the actors for makeup and costume, setting the stage each night, calling the cues, calling entrance cues, and arranging equipment. The stage manager is responsible to the director. The stage manager is required to attend all production meetings, auditions, all rehearsals and performances and strike.

Assistant Stage Managers: The duties of the assistant stage managers are assigned by the stage manager and director and may include taking blocking notes and shifting scenery during the rehearsal process. During tech and dress rehearsals and performances the assistant stage managers work backstage assuring the fluid movement of scenery and performers. Assistant stage managers are required to attend all rehearsals, performances and strike.

Dramaturge: The dramaturge consults with the director to determine the needs of the production and generally conducts research pertinent to the production and works with script analysis and interpretation as needed.

Technical Director: The duties of the technical director are to work with the designer to establish the budgetary needs of the show. The technical director is also required to create working drawings, a build schedule as well as load-in and strike schedules. The technical director supervises the construction in the scene shop and works with the other areas to schedule space needs. The technical director is required to be at all tech/dress rehearsals, any additional work calls during tech/dress week and strike.

Box Office Manager: Overseeing ticket prices, sales, orders, preparations, scheduling and subscriptions. This includes ensuring all tickets and orders are delivered to the box office before an event. Oversees all box office staff and House Management Staff. Maintains the cleanliness of the Lobby. They receive comp requests from the Stage Manager of each show.

Scene Shift Crew: The scene shift crew works under the crew chief in the moving of scenery. The scene shift

crew is required to attend all tech and dress rehearsals, performances, and strike.

Fly Crew: The fly crew works under the Assistant Stage Manager in the moving of flying scenery. The fly crew is required to attend all tech and dress rehearsals, performances, and strike.

Costume Director: Works with the assistant stage managers, scene shift crew chief and stage manager to coordinate and choreograph all backstage costume changes. The Costume Director then leads the wardrobe crew in costume preparations, quick changes, maintenance and storage during tech/dress rehearsals and performances. The Costume Director is required to attend all dress rehearsals, performances, and strike.

Wardrobe Crew: The wardrobe crew works under the wardrobe crew chief in costume preparations, quick changes, maintenance and storage during tech/dress rehearsals and performances. The wardrobe crew is required to attend all dress rehearsals, performances, and strike.

Hair Crew: The hair crew works with the hair designer to assist the cast in preparing any hair or wig needs for and during the production. The hair crew is required to attend all dress rehearsals, performances, and strike.

Make-up Crew: The make-up crew works with the make-up designer to assist the cast in preparing any make-up needs for and during the production. The make-up crew is required to attend all dress rehearsals, performances, and strike.

Light Board Operator: The light board operator is responsible for execution of cues during the production as well as general maintenance throughout the production, dimmer check, replacement of gels, lamps, etc. The light board operator is required to be at all tech and dress rehearsals, performances and strike and may be called for cue writing or other lighting calls.

Sound board operator: The sound board operator is responsible for execution of cues during the production as well as general maintenance throughout the production, sound check, placement and storage of headsets and other equipment, etc. The soundboard operator is required to be at all tech and dress rehearsals, performances and strike.

Prop Master: The responsibility of the Props Master is to coordinate the collection of, design and/or construction of the various decorative and functional props that are used in a production. The prop master works under the supervision of the scenic designer and works closely with the technical director and scene-shop supervisor. The prop master is required to attend all production meetings, tech rehearsals, and strike.

Prop Running Crew: The prop crew works under the crew chief in the handling and storage of props. The prop crew is required to attend all tech and dress rehearsals, performances, and strike.

House Manager: The house manager is responsible for taking care of patron needs by preparing the lobby for an audience and with the ushers assisting patron with seating. The house manager is the main contact with the stage manager informing them if there is need to “hold the house” or any patron or facility emergencies.

Usher: The ushers are responsible for the checking of tickets, distribution of programs, helping patrons to their seats and general patron assistance, direction to restroom, etc. Usher are also responsible for assisting in an emergency situation.

Box Office: Box office personnel are responsible for the sale and distribution of tickets.



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