

# ***Crew Descriptions for CAST***

**All crew positions listed below are needed for both shows.**

**Production Stage Manager (SM)** - is a key position in any successful theater production. The SM, stage manager, will be the key assistant to the director; however, the SM also serves as an assistant to the designers, technical director, costume shop supervisor, director of theater, conductor, and all other staff positions. Daily contact must be maintained with the entire production staff in order to communicate all of the various bits of information pertaining to the production. The SM will be responsible for the creation and distribution of the Daily Rehearsal Report and the Performance Log. The report serves as a two-way communication between all members of the production staff. The SM should email the report in order to ensure that everyone receives the information.

A primary duty of the SM is the creation of the Prompt Script. The SM will prepare a prompt script that will eventually contain all blocking notations, plus cues for lights, sound, shift, orchestra, and whatever is necessary for the production. This “bible” must be created with care so that anyone would be able to assume the position of SM and call a successful performance.

The SM will maintain a Production Book that will contain all information necessary for the production: Company Roster, production and rehearsal calendars, prop list, Daily Rehearsal Reports, Performance Logs .... any and everything pertaining to the production. This production book must be brought to every production meeting. When rehearsals move into technical rehearsals, the SM will run the rehearsals. The SM will maintain the show throughout the run of the show, as rehearsed.

**Assistant Stage Manager(s) – 2 ASMs** – will assist the stage manager in all of the duties above.

**Student Technical Director** – is an extension of the technical director. The assistant acts as liaison to the crews, helping those who need extra time while the technical director focuses on the big picture. During tech rehearsals, the assistant is potentially backstage attending to the details while the technical director sits in the house conferring with the other members of the production team.

**Master Carpenter** – The master carpenter, under the supervision of the technical director, is responsible for the construction, mounting, and rigging of the scenery. They usually supervise the run/set building crew in the actual construction. They may also be responsible for the maintenance of the scene-shop equipment and supplies.

**Props Master** - supervises properties, also known as props. Props are various objects that are used by actors and actresses during their scenes. He or she usually makes a list of these objects, and meets with the director, costume designer, set designer, and lighting designer to discuss the vision for the finished piece to ensure that suitable props are picked out. Armed with this list, the props master scours for props. The props master leads the props crew.

**Assistant Props Master** – will assist the Props Master in all of the duties above.

**Props Crew** - is responsible for the upkeep, repair, cleaning, and running of all props during the run of a particular production.

**Set Decorator/Scenic Painter** - The set decorator is responsible for converting the blank canvas of the set into a space that feels authentic, lived-in, and believable. This artist deals in the details, the

small touches that reveal to the audience something about the person, people, locations, etc.

**Set Decoration/Scenic Painting Crew** – This crew helps the set decorator(s)/scenic painter(s) convert the blank canvas of the set into a space that feels authentic, lived-in, and believable. These artists deal in the details, the small touches that reveal to the audience something about the person or people who occupy the locations of films and television shows.

**Make-up Designer/Leader** – is an artist whose medium is the human body, applying makeup and prosthetics. Stage makeup is used as a method in conjunction with stage lighting to highlight the actors' faces in order make expressions visible to the audience from moderate distances. This often includes defining the eyes and lips as well as the highlights and lowlights of the facial bones.

**Assistant Make-up Designer/Leader** – will assist the Make-up Designer in all of the duties above.

**Costume Designer/Leader** - is a person whose responsibility is to design costumes. The costume designer might also collaborate with a hair/wig master or a makeup designer. Costume designers will typically seek to enhance a character's personality, and/or to create an evolving plot of color, changing social status or period through the visual design of garments and other means of dressing, distorting and enhancing the body - within the framework of the director's vision. The designer needs to possess strong artistic capabilities as well as a thorough knowledge of pattern development.

**Assistant Costume Designer/Leader** – will assist the Costume Designer in all of the duties above.

**Wardrobe/Hair/Make-up Crew** - is responsible for the upkeep, repair, cleaning, and running of all costumes during the run of a particular production. Wardrobe Crew members are on the Run Crew and may also be assigned to assist with quick changes or other backstage duties.

**Light Designer** – is responsible for implementing a light design for the production. They learn light concepts, hang and focus lights. Decide on colors of lights and set light cues.

**Assistant Lighting Designer/Light Board Operator** - is responsible for helping set lighting cues and assisting the Lighting Designer during Hang and Focus 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.

**Sound Designer** – is responsible for implementing a sound design for the production. They learn sound concepts, fix and troubleshoot mic issues, find and make sound effects and cues.

**Assistant Sound Designer – Software** – will assist the Sound Designer in all of the duties above, however primarily focusing on creating and finding sound effects, pre-show/post-show music and more.

**Assistant Sound Designer – Hardware** – will assist the Sound Designer in all of the duties above, however primarily focusing on mic plots, microphone maintenance and more.

**Sound Board Operators/Lights/Sound Crew** - The Sound Board Operators/Lighting and Sound Crew are responsible for the upkeep, cleanliness, safety and maintenance of all theatre areas and equipment. They will assist the Lighting Designer with: the wiring of scenic practical lighting or stage properties, as instructed, the hanging, cabling, securing and focusing of all lighting equipment used in production, checking equipment to be certain that it is in proper working order, running pre-show

checks, etc. They will assist the Sound Designer with: working with the wireless microphones, preparing mics, manage mic inventory, maintain the mics, mic the actors, and switch mics on actors, being responsible for knowing mic relevant cues backstage in order to ensure mic changes happen accordingly, etc. The Sound Board Operators are responsible for implementing the Sound Design and maintaining all sound equipment for the show. The Sound Board Operators are responsible for maintaining any paperwork including Sound Cue Sheets for the show. The Sound Board Operators perform a sound check prior to each Technical and Dress Rehearsal, and each performance. The Sound Board Operators are responsible for safely storing all tapes, master tape, minidisks, and/or CDs after each rehearsal and performance.

**House Manager(s)** – directs and coordinates the entire house staff for each performance. They coordinate, assign and supervise the work of the house staff; resolve problems such as complaints regarding heating or ventilation, seat location, the seating of infirmed or incapacitated persons, provide training to employees of the house staff.

**House Crew/Publicity Crew/Ushers** – assist the house manager(s) in all aspects. Help wherever needed. Pass out programs, help with concessions, create candygrams, etc.