

# CREW DESCRIPTIONS AND RESPONSIBILITIES

**CREW LEADS:** The positions below are all considered crew leads.

**Stage Management (2)/ Assistant Stage Managers (2)** Will work hand in hand with the Director, Assistant Director and Music Director in this very demanding position. They must be at EVERY performance as well as all rehearsals and production meetings for the cast they are assigned to. This means they must be available on Tuesday/Wednesday/Thursdays after school throughout the rehearsal process. They will only need to attend the rehearsals for the cast they are assigned to. A Stage Manager or Assistant Stage Manager needs to be good at following directions, following up with tasks and completing tasks on time. They will learn how to develop a cue to cue sheet, make call lines for actors, create rehearsal reports, and create a Stage Manager Kit and Prompt Book.

**Set Designers (2)** Will work with the Directors and Adult Volunteer who is in charge of sets as well as the charge artists (painters). They will be responsible for directing the set crew in order to accomplish the set tasks. This position is 'on-call' and needs to come to rehearsal when called, be at every production meeting, and out of the 3 people in this position, one always needs to be at tech week. So this person must be available on Fridays. They also may be needed occasionally during the rehearsal week (Tues/Wed/Thurs) when working on the design.

**Light Designers (2)** Will work with the Director and Adult Volunteer. They will get to contribute their ideas and vision for lights for the show during production meetings. This position is 'on-call' and needs to come to rehearsal when called, be at every production meeting, and out of the 2 people in this position, one always needs to be at tech week. This team will need to have some availability during rehearsals to watch the show in order to design the lights. They will also need to have some Friday availability to work with the adults to learn how to program the lights.

**Charge Artists (2)** Will work with the Directors and Adult Volunteer in designing the painting of the set and directing the painting/set crew in order to accomplish the painting tasks as decided in the production meetings. This position should be able to attend all Friday tech crew days, all Super Saturday/Fantastic Fridays, and out of the 2 people in this position, one always needs to be at tech week.

**Costume Designer (2)** Will work with the Directors and Adult Volunteer who is in charge of costumes as well as the makeup designer. They will be responsible for directing the costume crew in order to accomplish costume tasks as decided in the production meetings. They will get to deliberate their ideas and visions for the costumes for the show during production meetings. This position is 'on-call' and needs to come to rehearsal when called, attend every Friday, and out of the 2 people in this position, one always needs to be at tech week and shows.

**Makeup Designers (2)** Will work with the Directors and Adult Volunteer who is in charge of makeup as well as the costume designer. They will be responsible for directing the makeup crew in order to accomplish costume tasks as decided in the production meetings. They will get to deliberate their ideas and visions for the makeup during production meetings. This position is 'on-call' and needs to come to rehearsal when called, be at every production meeting, attend Friday workdays when called and out of the 2 people in this position, one always needs to be at tech week and all shows.

**Prop Masters (2)** Will work with the Directors and Adult Volunteer who is in charge of props as well as the costume designer. They will be responsible for directing the prop crew in order to accomplish prop tasks. They will get to deliberate their ideas and visions for props during production meetings. They will need to maintain a spreadsheet, assign tasks and track items collected and items that need to be returned. This position is 'on-call' and needs to come to rehearsal when called, be at every production meeting, and out of the 2 people in this position, one always needs to be at tech week and all shows. The prop masters should be available some Tues/Wed/Thurs and all Fridays.

**Sound Designer (2)** Will work with the Directors and Adult Volunteer who is in charge of sound. They will be responsible mics during the run of the show, direct the sound crew in order to accomplish sound tasks. They will get to deliberate their ideas and visions for the sound during production meetings. This position is 'on-call' and needs to come to rehearsal when called, be at every production meeting, and out of the 2 people in this position, one always needs to be at tech week and all shows.

**CREWS:** These positions are crew members but not leads.

**Set Building and Paint Crew (Scenic Painting)** This crew will be the largest and most flexible with commitment. On this crew you will help with the set build task set forth by the set designers. You are expected to do as directed while working during rehearsals and to stay on task. Crew may also assist paint crew and/or props depending on tasks. Duties can and will include: Help build parts of the set, create a backdrop, cleanup each day at the end of rehearsal, and more tasks determined by set designer. This position has flexibility, 100% attendance is not necessary, this position is not required for tech week or performance. This crew needs to be available on Fridays and on our "super" workdays.

**Prop Team** Will be in charge of helping to collect, create or build props. Prop crew may also help out with sets if needed by the set designer. Prop team is expected to do as directed while working during rehearsals and to stay on task. This position is 'on-call' and needs to come to rehearsal when called, this position is not required for tech week or performance, but may be requested. This crew needs to be available on Fridays and on our "super" workdays.

**Costume Crew** Will assist the Costume Designer in building costume lists, inventory of costumes, helping with fittings, and will help with costume management and quick changes during the show. Costume crew is responsible for notifying actors where costumes need to be placed. Costume crew will also work with the makeup crew. Crew is expected to do as directed while working during rehearsals and performances and to stay on task. This position is 'on-call' and needs to come to rehearsal when called, attend on Fridays when called, be at every tech rehearsal and performance.

**Run Crew** Run crew is in charge of helping move sets, props, costumes, and curtain. This crew essentially makes the show "run" smoothly. Crew is expected to do as directed while working and to stay on task. This crew is directed by the Director, Assistant Director and Stage Manager to complete all duties assigned, all crew must wear all black, and help in all scene changes. Run Crew can be on other crews in the beginning but they must be at EVERY performance and all tech rehearsals. There is only one run crew for both casts so the run crew must be available for all six performances. They may be asked to attend rehearsals 3 weeks prior to the show.

**Spot Light Operators (2)** These students are part of the lighting crew, they will work spot light during rehearsals and performances. During the show they will be on headset and must learn/know their cues. They will move the spot with an adult supervisor. This position is 'on-call' and needs to come to rehearsal when called, and be at every tech rehearsal and performance.

**Light Board Operators (1-2)** This crew is considered part of the lighting crew. During the show they will help operate the light board with an adult supervisor. They will be on headset and must learn/know their cues. They will need to attend some Fridays and when it gets closer to the show may need to attend rehearsals during the weeks prior to tech week.

**Sound Crew** This crew is in charge of procuring sound effects for the show, inventory of mics and batteries, making sure mics are properly equipped on actors, helping run the sound board with an adult supervisor, and following direction of tasks as decided by the Sound Designer. This position is 'on-call' and needs to come to

rehearsal when called, they must be at EVERY performance. They may be needed on Fridays when called may be needed during some rehearsals.

**Make-up Crew** This crew is in charge of applying makeup on actors during the show. They will learn stage makeup techniques as taught by the Directors and Adult Leads. This position is 'on-call' and needs to come to rehearsal when called, Fridays when called and they must be at EVERY performance and dress rehearsals.

**Ushers/House Manager** These positions are the same except House Manager is directing the Ushers. This crew is responsible for passing out programs at all shows, making sure the audience obeys the rules of the auditorium, relaying any audience incidents to the Stage Manager, and assisting guests to their seats. They are required for one Tech rehearsal for each cast and then must attend all shows.

**Marketing Crew.** We are looking for students to help put together the playbill, sell ads, and distribute show posters. This position will assist in communicating with Adult Volunteers in charge of the playbill and the Wolfpack Facebook Page. Students are encouraged to come up with creative ways to spread the word about our show and will learn the marketing side of producing a show. This position is 'on-call' and needs to come to rehearsals when called, and does not need to necessarily be at tech week or performances.