

**In this document you will find a breakdown of the job responsibilities for all the crews/crew head positions at Sandburg Middle School from the general responsibilities for ALL crew members to specific responsibilities from the start of rehearsal through to strike (when we take the show down).**

**Make sure to read the descriptions carefully before you put your crew application in.**

**I look forward to working with you on our shows this year!**

**-Ms Tunstall**

### ***Job #1***

#### ***General Crew Checklist: The first expectation of any crew member is safety.***

##### Accountability and Quality

- You are responsible for completing the work you are assigned for your crew. Please make sure to stick with your crew until your work is done, no phones and no wandering around during calls.
- Please make sure to attend our weekly crew calls, please prioritize completing your weekly assignment.
- If you are not on crew time (weekly call) and want to come in and help finish a project that may be behind you are more than welcome. Please make sure to work on the task and not be a distraction to rehearsals. Remember your off time is valuable too.
- Do not work alone during crew time, this is a safety issue and an issue of faculty and parent volunteers needing to know where students are.
- Notes given on any of your work indicating that work needs to be modified or redone because of safety, quality or matching the vision of the show are for the good of the show please remember that they are not personal.
- Always do things/ask for things from other crew members and actors with a PLEASE and a THANK YOU

##### Personal Equipment

- Some crew assignments (publicity/front of house) may allow or demand clothing changes during the show period.
- Make sure that during work calls/builds you are wearing clothing that keeps you safe and that you do not mind getting dirty/painty and wear closed toed shoes.
- Make sure that if you have long hair you pull it back into a ponytail or bun.
- While the theatre department will provide tools needed for builds/calls you must know how to or listen to faculty supervisor during builds/calls when using them.
- Use the theatre department provided eye protection during builds and calls.
- For dress rehearsals and shows all crew must wear stage blacks (black shirt, black pants, black shoes [no heels nothing open toed])
- If you have a small flashlight and are working backstage, bring it.

##### Training and Safety

- Ask questions if you are not sure of your assignment, what you need to be doing etc. Questions = you feeling safe and confident in your work
- Do not use any tools without permission.
- Listen to and follow directions during build - adults are always in charge during these times.
- Stay with your crew and complete your work before moving onto a new task.

#### Food and Drink Policy

- No food/drink in the tech booth, scene shop, costume shop EVER! If you need a break clear it with SM, AD or faculty and step into the hall.
- Eat before/after/or on break.
- Make sure your drink is labeled and has a tight cover and is away from all projects and equipment.

#### General Crew Job Duties:

**Costume Crew (5):** \*Help pull costumes from backstage storage \*Make any repairs/help wash costumes \*Help actors with any quick changes \*Help with costume parade \*Help costume designer put list together of any clothing items/accessories to be ordered \*Help actors into costumes if needed before show \*Help with any costume maintenance during shows \*Help with laundry and putting costumes away at end of show

**Makeup/Hair Crew (5):** \*Help teach actors how to do basic makeup \*Help do any complicated makeup \*Help style hair \*Go through and inventory department makeup and makeup supplies \*Help makeup designer put a list together of anything that needs to be ordered for the show \*Help put together character look slide show \*Help clean up dressing room mirrors and tables so hygiene safety is kept up during tech/dress/performances

**Props Crew (2):** \*Help props manager go through script and figure out what props are needed \*Help go through props stock backstage and pull what we have in stock \*Help make props that can be made easily \*Help put together a list of props that need to be borrowed or ordered \*Layout props table \*Gather props at the end of each tech/dress/show and put back on proper table \*Put props away during strike \*Do any repairs as needed during tech/dress/show

**Run Crew (5-10 depending on show needs) - PLEASE READ DESCRIPTION ON JOB 2**

### ***Job #2***

#### ***Run Crew***

***Run Crew works under the supervision of the Stage Manager and Assistant Director; they are responsible for the operation of backstage equipment, special effects, and shifting scenery and props during performances.***

#### During Rehearsals/Prior to Tech Rehearsals

- Attend at least two rehearsals to hear the play and get a sense of its moves and the story
- Attend all crew work days
- Attend all build days

## Technical Rehearsals

- Attend all tech rehearsals, dress rehearsals and performances, arrived at the call time provided by director and reminded by SM/AD
- Obtain set change sheet for each scene created by SM/AD
- Be prepared to run set changes multiple times to make sure everything is quick and smooth, keep a positive attitude.
- Move quickly and keep backstage safe. No talking backstage unless asking a question concerning your duties.
- Help keep actors quiet backstage with a "Quiet please" and a "Thank you".
- Organize "parking spaces" for set pieces and large props to make set changes easier.
- Help spike stage if needed
- Help open/close curtains if needed
- At end of every Tech Rehearsal help set up for the top of the show
- Take note of any concerns or issues that need to be fixed and wait to be released.

## Dress/Performances

- Arrive on or before call time set up by Director and remind of by SM/AD
- Wear backstage blacks.
- Be in position and ready for any stage changes.
- Stay quiet at all times and help keep actors quiet backstage.
- Be efficient; move quickly and safely for any changes; stay calm and problem solve if any issues come up. Listen carefully to SM for any redirection.
- Help open/close curtains if needed.
- Organize all set pieces and props.
- Once audience clears the house, clear stage and set for top of the show.
- Wait to be released by SM/AD.

## Strike

- AD/SM/Director will organize teams for strike
- Help on whatever team you are assigned
- Do not leave strike until released by AD/SM/Director

### **Job #3**

#### **Sound Board Operator**

***Sound Board Op reports to the SM, AD and Director. This position is responsible for learning, operation, maintaining, and securing all audio equipment. The SBO conducts pre-show sound checks, assists in audio production, and cleans booth on daily basis. He/she/they operate the sound board during tech/dress and performances. During performances the SBO will take cues from Director or AD.***

#### During Rehearsals/Prior to Tech Rehearsals

- Read the play
- Create a list of all sound cues needed
- Start pulling together a playlist/burn CD of all sounds needed for the show if one is not provided by production company
- Make sure copyright issues are taken care of (work with Director on this)
- Get training from Director on how to work the body mics and sound board
- Come to any production meetings

#### Tech Rehearsals

- Attend all tech/dress rehearsals and performances; arrive at the call time set up by director and reminded of by SM/AD
- Write all cues into your script
- Take notes of any changes to cues as needed
- Listen to AD for sound cues
- Work any fades if needed
- Power down board, amps, laptop and cover board
- Put on/take off and store body mics from actors using them
- Note any changes and wait to be released

#### Dress/Performances

- Arrive on/before your designated call time per director and reminded of by SM/AD
- Wear backstage blacks
- Check batteries in body mics and get mics on actors
- Turn on sound board, amps, laptop
- Run soundcheck on all mics and sound cues let SM/AD/Director know when it is complete
- Wait for AD to cue you on preshow announcements.
- During show you must stay quiet, no phone use at all except in emergency situations.
- Listen to and execute all cues from AD
- Wait until audience is gone to turn off sound board, amps and laptop.
- Collect and put away body mics
- Clean up booth.

- Wait to be released by SM/AD.

#### Strike

- AD/SM/Director will organize teams for strike
- Help on whatever team you are assigned
- Do not leave strike until released by AD/SM/Director

### **Job #4**

#### **Lighting Board Operator**

***The lighting board operator (LD) reports to the Director, AD, and SM. The crew member is responsible for running the light board during all performances and performs light checks prior to opening of house to make sure equipment works before we open house.***

#### During Rehearsals/Prior to Tech Rehearsals

- Read the play
- Create a list of all light cues needed or different locations/times of day mentioned in script
- Get list to Director
- Get training from Director on how to work the light board
- Come to any production meetings

#### Technical Rehearsals

- Attend all tech/dress and performances at assigned call times set up by director and reminded by SM/AD
- Get cue sheet from SM/AD or director and put them in your script
- Take notes of any lighting cue changes as needed
- Listen to Director for any light cues
- Once Tech rehearsals are complete power down the board and cover
- Wait to be released

#### Dress/Performances

- Arrive on/before your call time set up by director and reminded by SM/AD
- Wear backstage blacks
- Turn on light board and make sure show cues are up
- Take control of house lights
- Make sure backstage work lights are off and blue safety lights are on.
- Turn off booth work lights are dimmed
- Run light check and let SM/AD know when you are done
- Wait for Director to cue you to go to show lights
- During the show you must stay quiet at all times, no phone except for emergencies.
- Listen for all cues from the Director
- Once the audience has completely exited the house you may turn on work lights and power down/cover board.
- Clean up booth.

- Wait to be released by SM.

#### Strike

- AD/SM/Director will organize teams for strike
- Help on whatever team you are assigned
- Do not leave strike until released by AD/SM/Director

### **Job #5**

#### **Publicity/House Manager**

***The publicity/house manager is responsible for creating student/school friendly social media publicity for our shows and for setting up/running our lobby/seating during shows. They are getting people to come see the show and being a friendly face to answer questions in the lobby when the director may not be available.***

#### During Rehearsals/Prior to Tech Rehearsals

- Read the play
- Create social media accounts (IG, Twitter) for the show to help publicize the show and give the director the log in information
- Come up with loose schedule on when you can interview cast and crew about their roles/jobs
- Gather show/ticket information to pass on to Sandburg News for show advertisement
- Take pictures during rehearsals to generate interest and buzz...let actors/crew know account and encourage them to share out
- Come up with ideas to get people (MS students in particular) to come to show and share with director
- Hang up posters around school
- Organize show spirit week for the week we open

#### Tech Rehearsals

- Create lobby layout for ticket tables and concessions tables
- Create signs for lobby (no phones/filming, backstage crew/actors only etc)
- Hang blackout curtains for auditorium/choir room door
- Create dressing room signs
- Help director with approval of programs (make sure actors and crew all have their names in programs and they are spelled correctly, appear as they want)
- Help with folding of programs
- Create ticket purchase site blasts for social media and the Sandburg News
- Take pictures for social media

#### Dress Rehearsals/ Performances

- Create ticket purchase site blasts for social media and the Sandburg News during Dress rehearsals
- Take pictures for social media during dress

- Dress nicely for performances; representing the school and performance (think picture day or fancy outing) \*if you need more guidance talk to Director)
- Help set up the front lobby and be there if anyone has any questions
- Help set up and supervise ticketing volunteers
- Work with director on holding the house and opening/closing doors for start of show and intermission
- Tape off seats with bad sight lines
- Create and put down RESERVED signs if necessary
- Once show is done collect any programs left in the house
- Help put any concessions away in the light/sound booth and make sure the rest of the front lobby supplies are in the booth as well
- Wait to be released by SM

#### Strike

- AD/SM/Director will organize teams for strike
- Help on whatever team you are assigned
- Do not leave strike until released by AD/SM/Director

### **Job #6**

#### **Costume Designer**

***The Costume Designer is responsible for pulling, doing maintenance, altering (or finding help to alter), and creating a list of costume pieces we need to borrow/buy for the production in a safe and money saving manner. They are also responsible for supervising the Costume Crew (5 people) as they assist in this process and also while they launder any pieces during the costume parade/tech/and dress rehearsals. The designer and costume crew are responsible for keeping the backstage costume area and dressing rooms clean and organized.***

#### During Rehearsals/Prior to Tech Rehearsals

- Read the play
- Come up with designs/costume needs list for all characters
- Show designs and needs list to director for approval
- Come to any production meetings

#### Production Period

- Get any measurements for actors by the end of the first month of production
- Make sure to clarify order deadlines with the director
- Get with crew and start pulling costumes with costume crew from stock
- Wash any stock costume pieces that need to be washed

- Get list of costume pieces that need to be borrowed or bought to director before the end of the second month of production
- Do fittings during 1st and 2nd month to make sure actors can fit into costumes adjust borrow/bought list as necessary
- Create list if necessary and actors can provide pieces from their own wardrobe (GOOD FOR MODERN DRESS PRODUCTIONS)
- Allow time at the end of every work call to make sure that the costume storage and dressing rooms are clean

#### Tech/Dress Rehearsals

- Assist with the organization of all costume elements for the production
- Work with the Director to schedule costume parade
- Get any final notes/adjustments from Director
- Be on hand/have crew on hand for any repairs
- Make sure all costumes are back in the dressing room hung up and ready for rehearsal/shows
- Remind crew that they need to be in backstage blacks and closed toe shoes
- Assign jobs if needed (who is helping quick changes, who is helping in girls dressing room, who is helping in boys dressing room)

#### Strike

- Wash any pieces that need to be washed
- Make sure actors take personal wardrobe items home
- AD/SM/Director will organize teams for strike
- Help on whatever team you are assigned
- Do not leave strike until released by AD/SM/Director

### **Job #7**

#### **Costume Designer**

***The Makeup/Hair Designer is responsible for creating and implementing designs for the show. Responsibilities include creating a makeup/hair breakdown for each character (can be done online), supervising and training the Makeup/Hair Crew (5 people), supervising actor training, and finally assisting actors with pre-show makeup/hair needs.***

#### During Rehearsals/Prior to Tech Rehearsals

- Read the play
- Come up with designs/makeup&hair needs list for all characters
- Show designs and needs list to director for approval
- Come to any production meetings

#### Production Period

- Work with crew to do the following: pull stock, create order list for director for specialty items (due by end of 1st month of rehearsal), creating look presentation for actors



- Communicating any issues that you feel might occur due to quick changes etc
- Coordinate with AD/SM/Director about Makeup Workshop during month 2 of rehearsal
- Teach Basic Stage Makeup Workshop with crew

#### Rehearsals

- Come to rehearsals to see what actors look like
- Communicate with actors about any stage makeup experience, if they own makeup, and inform them about what makeup they need for show (need to have makeup before Basic Stage Makeup Workshop)
- Find out if anyone has any allergies that would prevent them wearing makeup

#### Tech/Dress Rehearsals/Performances

- Assign crew members specific pre-show, during show, post show tasks (who is doing specific makeup, who is doing hair, who is doing quick change, who is cleaning boys dressing room, who is cleaning girls)
- Remind crew that they need to be in backstage blacks and closed toe shoes
- All set up should be done the night before the previous show (for example - set up for the first show during clean up for final dress)
- Make sure that mirrors and makeup tables are wiped down before crew is released

#### Strike

- Throw out any makeup or makeup supplies that need to be thrown out
- Remind actors to take any personal makeup home with them
- Make sure mirrors and makeup tables are wiped down
- AD/SM/Director will organize teams for strike
- Help on whatever team you are assigned
- Do not leave strike until released by AD/SM/Director

### **Job #8**

#### ***Props Designer/Master***

***The Props Designer/Master is responsible for pulling, making, borrowing/buying all props and prop material. The PM also supervises the props crew (2 people) and leads in the organization of all props used in the play.***

#### During Rehearsals/Prior to Tech Rehearsals

- Read the play
- Make note of all the props (listed in script and play's prop table) that are needed for play
- Pull what can be pulled from backstage storage
- Come up with ideas on how to build what you and crew think can be built and get material list to director by end of 1st month
- Get list for what needs to be borrowed/bought by the end of the 1st month
- Create props tracking sheet for each scene in the play so you know what is used in what scene and what side of the stage it will need to be on

### Production Period

- Make any props that you said need to be made during work days ->make the most difficult first
- Any props we have in stock should be given to the AD/SM as soon as possible so actors can start to work with them immediately
- If there are any weapons being used in the play the **ONLY** people to handle them are 1) The director 2)Props Manager 3)Actor(s) using them. Props weapons will be locked up at the end of each rehearsal and will need to be unlocked and kept with props manager.
- Create props tables in the wings of stage that are sectioned off and labeled
- Finalize complete props list and tracking list. Make sure SM, AD, and Director get a copy
- All issues with props (anything missing/broken/etc) must be taken care of before TECH)

### Tech

- Attend all technical rehearsals
- Make sure props weapons are handled correctly and returned/locked up at the end of tech
- Note any changes/repairs that need to be made to improve the props process
- Address any of the director's concerns and make any changes repairs necessary

### Dress/Performance

- Plan to attend all dress rehearsals and performance
- Make sure crew is wearing backstage blacks and close toe shoes
- Make sure props weapon is handled correctly and returned/locked up at end of the dress/performance

### Strike

- Throw out anything that is beyond repair
- Return stage weapon to director for safe lock up
- Return props to storage
- Remove tape/labeling from tables
- AD/SM/Director will organize teams for strike
- Help on whatever team you are assigned
- Do not leave strike until released by AD/SM/Director

## **Job #9**

### **Assistant Director & Stage Manager**

***The Assistant Director and Stage Manager help the Director with the management of rehearsals for the full production period of a play. Organization and communication are key components of this job as well as the ability to keep a calm head in a stressful situation.***

#### **GENERAL**

- SM - responsible for helping with communication between everyone involved in the play
- AD - responsible for running production meetings
- Both - responsible for daily rehearsal reports and attendance
- Using calm and polite communication when trying to get things done/solving problems - Hi can we please talk over here? Please can we stop talking backstage? Thank you for taking care of this. Thank you for stopping your conversation, we could hear you out in the auditorium.

#### **AUDITIONS/CALLBACKS**

- Help gather materials for auditionees
- Offer honest and unbiased feedback on auditions with the understanding that director and other faculty asked to sit in have final say
- Sign auditionees in
- Help keep people quiet in the hall

#### **DURING REHEARSALS**

- Get rehearsal report copy and email list for all people in production
- Make sure you have rehearsal calendar printed off
- Write down a preliminary props list and get props pulled from stock asap
- Familiarize yourself with rehearsal room layout (room 622) and what can be used for rehearsal furniture
- Learn how to use the attendance system
- Set up any furniture and props necessary
- Take attendance in first five minutes
- Warm up in the next five minutes

#### **FIRST REHEARSAL**

- Set up chairs in a circle
- Do attendance
- Pass out materials: 1) Show contract (due from cast and crew by 2nd rehearsal) 2) Rehearsal schedule (Show FAQ in schoolology) 3) Schoolology group code 4) Scripts (numbered - create a document and share with director scripts will need to be collected at end of the show) 5) Musical Books/Scores
- Remind actors they can only use pencils in scripts and musical books - NO pens and highlighters AND pencil marks must be erased before scripts are turned in
- Read through the script and introduce production team/crew

- Create and email rehearsal report #1 (especially important for any absent actors/crew so they can know what was done and what is coming up)
- Before second rehearsal create contact sheet with names of all cast/crew and their email and share with everyone and put in Show FAQ in Schoology

#### REHEARSALS

- AD/SM are responsible for keeping rehearsal on schedule as politely as possible. Remind of start time, break time, and end time as necessary.
- AD/SM arrive as early as possible to prepare the rehearsal space (set up furniture, mock set, props, attendance sheet etc).
- Any changes to any tech area need to be reflected in the rehearsal report.
- SM record blocking in your script so if an actor is absent or director needs to be reminded you have it.
- AD record sound cues in your script and any timing. Start practicing verbally asap since you will be calling during the show.
- SM help anticipate any tech issues that may arise onstage since you will be supervising backstage.
- AD Stay on book so that you can cue actors when we are off book.
- SM time run through of acts when we are two weeks out from tech.
- AD being noting line inaccuracies and pass them along to the actors and directors (if it is a consistent/regularly occurring issue - always dropped, mispronounced, jumped, etc)
- AD/SM - make sure rehearsal room is reset before all actors leave and props are put away (stop rehearsal 5 minutes before 430pm or scheduled end of rehearsal) actors are not dismissed until this is done
- AD/SM - do the rehearsal report for the day and email cast and crew
- AD/SM - keep track of absent actors and have talk with actor after 2 unexcused director has talk after 3

#### TECH REHEARSALS

- Work with Designers, Sound Op, Light Board Op to make sure they are all set up and ready to go
- Make sure there are batteries for all mics (body and hands free)
- Post and monitor attendance sheet - do online attendance entry 10 minutes into time
- Keep track of any absences and check in with crew heads about any absences
- Make sure all production crews and performers are ready
- With director run tech rehearsals with patience, calmness and appreciation for everyone's attention. Be prepared for a lot of stop and start and prepare everyone for a lot of stop and start.
- Send out rehearsal reports

#### DRESS REHEARSALS/PERFORMANCES

- Refer to the [Preshow Checklist](#)
- Set up sign in sheet, call any late actors
- Run show
- WWhen the auditorium is empty then allow crew and props to clear and reset the stage for the next rehearsal/performance, light and sound board can close down at this point as well

- Go into lobby and monitor actor meet and greet(10 minutes of hello and then they need to get out of costume and makeup)
- Refer to the Post Performance portion of [Preshow Checklist](#) to close down the rehearsal/show

#### STRIKE

- SM and AD will organize and help Director supervise strike
- SM and AD will break up actors into crews to help tech team accomplish their work.
- Clean up booth, backstage storage, and dressing rooms
- Participate as required
- Make final inspections and release company for the last time.