

Production Crew and Run Crew Policies:

Throughout any one year the Theatre and Dance Department mounts 5-6 productions. Each of these productions presents many opportunities backstage. Each position is different in nature and has its own needed and desired skills. There are two types of positions behind the scenes: Run Crew and Production Crew. If you are interested in any of these positions please contact either Chad Gross or Tara Johnson early in the semester.

The following pages list production crew responsibilities. These positions must be obtained by permission of the Technical Director and/or Costume Designer.

Stage Manager

Anyone interested in being a Stage Manager (SM) should have taken THEA 304 Theatre Management. This job works closest with the Director and is involved in the production from day one. Stage Managing is for those people who work well with others with an eye to good communication and highly detail oriented. This is often the job which will lead to directing in the professional world. Students interested in this job need to be available for production meetings weekly. Both the Director of the production and the Technical Director should approve this choice

Assistant Stage Manager

An Assistant Stage Manager (ASM) works most closely with the Stage Manager and Director. If you are interested please contact: the Stage Manager (SM) and director. An ASM needs to be a forward thinker and must be able to anticipate the needs of the SM during rehearsals and performances. Generally ASM's are needed at all rehearsals with the SM and take lead duties backstage come performance time.

Properties Master

Those interested in being a Props Master should have taken THEA 111 Stagecraft. Prop Masters work in the scenic studio/costume studio throughout the week and have a keen sense of detail. Prop Masters may design some of the properties, and coordinate all the others.

Consequently, Prop Masters must know when to buy, borrow, or make a prop within limited budgets.

Master Electrician

The Master Electrician (ME) is the student directly responsible for assisting in the hanging, focusing, and maintenance of the lights for a particular production. Students wanting to be a Master Electrician should have taken THEA 209 Stage Lighting. The student in this position works closely with the Lighting Designer and the Technical Director. Duties normally take place close to technical rehearsal time. The Master Electrician needs to be available for all performances to perform dimmer checks.

House Manager

The House Manager is charged with the proper seating, comfort, and other needs of the audience. House Managers need to be available for all the performances of a production. Their duties are mainly in the front of house with patrons and ushers. House Managers work closely with the Box Office Manager.

Run Crew:

As noted earlier, all run crew positions must be approved by the Technical Director and/or Costume Design faculty. All run crew positions are taught during technical rehearsal. No advance knowledge is needed. Crew positions are as follows:

Lightboard Operator

Props Crew

Dresser

Backstage Crew

Usher

Soundboard Operator

Special FX

Hair/Make-up

Follow Spot Operator