

## **Choreographer**

The choreographer is responsible to the director for the creation of all dance movement for the production.

\*Honorarium

### **Duties:**

- Collaborates with director
- Auditions the dancers and may make recommendations to the director for casting
- Schedules dance rehearsals with the director, the music director and the stage manager
- Teaches the cast members how to execute the choreography
- Leads choreography rehearsals
- With the director, blocks and directs those areas of the play that move into and out of the musical numbers
- Functions as a movement coach throughout the show, particularly if it is a period piece and a certain style of movement is required
- Attends production meetings
- Attends rehearsals

### **Skills:**

- Strong visual sense
- Strong choreographic skill
- Ability to teach
- Knowledge of dance styles and history
- Strong interpersonal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills

# **Assistant Stage Manager**

The ASM is responsible to the Stage Manager

\*Volunteer Position

## **Duties:**

- Assigned specific stage management tasks under the supervision of the stage manager.
- In rehearsal the assistant stage manager may be responsible for assisting with paperwork
- Prompting
- Rehearsal props preset
- Coordinate backstage traffic
- In emergency situations, the assistant stage manager's familiarity with the play makes them an ideal pinch-hitter for lighting or sound operators.
- Attends production meetings
- Attends rehearsals

## **Skills:**

- Strong organizational skills
- Strong communication skills
- Calm and helpful manner under pressure
- Ability to multi-task
- Sense of humour
- Knowledge of lighting and sound equipment
- First Aid training if possible

## **Music Assistant**

The music assistant is responsible to the music director.

\* Volunteer position

### **Duties:**

- Collaborates with the music director and rehearsal pianist.
- Attends rehearsals
- Must have strong musicianship and keyboarding skills
- Teaches the cast members the show's music
- Leads music rehearsals —principals, chorus and musicians

### **Skills:**

- Strong musical sense
- Strong conducting ability
- Ability to teach
- Knowledge of music styles and history
- Strong interpersonal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills

## **Rehearsal Pianist**

The rehearsal pianist is responsible to the music director.

\* Volunteer position with an honorarium

### **Duties:**

- Collaborates with the music director and music assistant.
- Attends auditions
- Attends rehearsals
- Must have strong musicianship and keyboarding skills
- Teaches the cast members the show's music
- Leads music rehearsals —principals, chorus and musicians
- Accompanies runthroughs
- Plays in the pit band

### **Skills:**

- Strong musical sense
- Strong conducting ability
- Ability to teach
- Knowledge of music styles and history
- Strong interpersonal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills

## **Assistant Director**

The assistant director is responsible to the director.

\* Volunteer position

### **Duties:**

- Collaborates with the director
- Attends rehearsals
- Rehearses and prepares the actors
- Adheres to director's artistic vision

### **Skills:**

- Excellent communication skills
- Strong organizational skills
- Prepared to spend the necessary rehearsal and preparation time
- Strong intuition
- Willingness to work with many people with a range of experience and abilities
- Enthusiasm for the project

## **Set Painter / Scenic Artist**

The scenic artist collaborates with the director and set designer, and is responsible to the production manager/director.

\* Volunteer position with an honorarium

### **Duties:**

- Collaborates with set designer to establish a set design colour palette
- Organizes through PM and paint captain to view existing paint and arranges (with paint captain) for purchases of paint, brushes, rollers, etc., to take place in advance of painting schedule
- Provides (if also set designer) or obtains maquette from SD and drawings for clear view of finished look of set pieces
- Creates, purchases (budget item) or locates any masks or stencils for wallpaper looks
- Communicates with head carpenter for set piece completion and identifies set pieces for paint captain
- Gives workshops with demonstrations for paint captain (and volunteers) on techniques for finished effects on set pieces
- Performs final detailing to set to complete set designer's vision
- Works within a budget

### **Skills:**

- Strong visual sense and imagination
- Strong commitment to meeting deadlines to facilitate set completion
- Ability to follow instructions
- Artistic ability to use techniques to create desired effects in set designer's vision
- Strong interpersonal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills
- Financially responsible
- Willingness to provide mentorship opportunities

## **Props Assistant**

The props assistant collaborates with the props manager, stage manager and director, and is responsible to the props manager/director.

\*Volunteer position

### **Duties:**

- Collaborates with props designer
- Attends rehearsals as available and tracks changes of cast for time/location
- Builds, borrows, rents props or furnishings
- Helps to replenish or repair props/furnishings during the run

### **Skills:**

- Creative, crafty
- Artistic
- Strong organizational skills
- Driver's license
- Able to work Sundays