



# Shrek the Musical

St Jacobs Country Playhouse  
February 2018

*Applications for Creative Team:*

Director, Music Director, Choreographer, Production Manager, Stage Manager, Assistant Stage Manager, Assistant Director, Music Assistant, Rehearsal Pianist, Props Designer, Props Assistant, Set Designer, Head Carpenter, Scenic Painter, Costume Designer, Tech Director, and Lighting Designer.

In addition to these positions, KWMP is also looking for volunteers to help out with props, sewing, painting, set construction, and other jobs that help create the show. Please contact us if you would like to volunteer.

- Please apply via Google Form: <https://goo.gl/forms/dps5A9X6Pyl8m2Cq2>. Additional documentation may be sent via [auditions@kwmp.ca](mailto:auditions@kwmp.ca). Deadline: **Friday, April 28, 2017**.
- Position of Director, Music Director, Choreographer, and Rehearsal Pianist are to be present at cast auditions.
- Auditions proposed to take place a weekend in June. Callbacks to follow. Cast to be determined by Director, Musical Director, and Choreographer: successful candidates to be notified by Production Manager within two days.
- Costumes, props, and sets will begin in intervening months.
- Rehearsals begin in October 2017 for vocals and large group choreography moving into intense rehearsal from January 7, and run every Thursday evening and Sunday afternoon and evening until load-in.
- In recognition of the amount and frequency of the work involved, KWMP offers an honorarium for some creative team position, the amount of which is set by the Board. KWMP reserves the right to adjust honorariums for specific roles based on the composition and qualifications of the selected creative team members and the needs of the production.

**Pertinent Dates:**

- Auditions: June (TBD by Production team).
- Rehearsals begin: October 2017 .with vocals and large group choreography. Intensive begins January 7, 2018.
- Rehearsals: Thursdays from 6:30pm to 10pm, Sundays from 1pm to 10pm (Wednesdays if needed for choreography or leads dependent on availability of space and at discretion of directors).
- Load in/ set-up at St Jacobs Country Playhouse: Late January or first days of February 2018.
- Tech/dress: Late January or first days of February 2018.
- Performances: Early-Mid February 2018 (12 performances including student matinees).

# Director

\$1500 Honorarium

The director is responsible to the producer/board of directors.

The KW Musical Production board invites you to think of your vision for Shrek the Musical and present this vision to the board during the creative team selection process.

## Duties:

- Assesses and analyzes every aspect of the play: plot, character, mood, rhythm, style—both literary and theatrical
- Researches the playwright, the period, and the style
- Executes and interprets the artistic components of the show
- Rehearses and prepares the actors
- Communicates the artistic vision to the designers and all other departments
- Attends all production meetings
- Works within a budget

## Skills:

- Knowledgeable in all aspects of theatre, including design, lighting, sound, costume and acting technique
- Excellent communication skills
- Strong organizational skills
- Prepared to spend the necessary rehearsal and preparation time
- Strong intuition
- Clear artistic vision
- Willingness to work with many people with a range of experience and abilities
- Likes the play
- Enthusiasm for the project

## Notes:

Communicating the artistic vision to the large cast, crew and production team required in musical theatre is one of the largest challenges the director will meet. The Director should also define expectations with Choreographer: which scenes requiring blocking and which scenes require choreography. It is particularly important that the director consciously communicate in a helpful, creative, supportive and constructive manner. Directors should avoid negative communication methods such as: blaming, yelling, accusing, threatening, nagging, guilt, and not listening.

# Music Director

\$1500 Honorarium

The music director is responsible to the director for all musical aspects of the production.

## **Duties:**

- Collaborates with director
- Auditions the singers and may make recommendations to the director for casting
- Schedules music rehearsals with the director, choreographer and stage manager
- Must have strong musicianship and keyboarding skills
- Teaches the cast members the show's music
- Leads music rehearsals—principals, chorus and musicians
- Serves as the conductor, or, in consultation with the producer and director, hires the conductor
- In consultation with the producer and director, hires the rehearsal pianist and the orchestra musicians
- Works with the sound designer
- Attends production meetings
- Attends rehearsals

## **Skills:**

- Strong musical sense
- Strong conducting ability
- High level of piano proficiency
- Accompaniment skills an asset
- Ability to teach
- Knowledge of music styles and history
- Strong interpersonal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills

# Choreographer

\$750 Honorarium

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

## **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

# Production Manager

\$1000 Honorarium

The Production Manager reports to the Board of Directors.

## **Duties:**

- Oversees and keeps up to date on all developments from inception to final wrap-up of the project.
- Responsibility is to the Board of Directors

## **Creative Team Call/ Auditions Call**

- Offers assistance to, but is not responsible for, the Creative Team call and audition call. This is the responsibility of the Chair of the Performance Committee.

## **Production Team Supervision**

- Oversees the signing of contracts for Creative Team and Orchestra members
- Creates a Production Team contact list
- Organizes tech equipment and schedule in consultation with production team.
- Coordinates with venue to ensure technical requirements are met
- Ensures everyone has a clear job description and is able to do his/her job effectively
- Fosters team spirit
- Sets a Master Production schedule which includes rehearsal schedule, all departments' schedules/deadlines, technical rehearsals
- Establishes deadlines and ensures they are met, including a date after which no major changes to props, sets or costumes may be made.
- Prioritizes and manages finances, adhering to an approved budget for the production set by the Treasurer approved by the Board of Directors
- Chairs all weekly production meetings, attends the first rehearsal, all of technical week, and opening night
- Works with the various creative personnel to find ways to solve design problems and make the vision meet the budget
- Provides minutes of production meetings to the Board of Directors

## **Responsibility to Board of Directors**

- Briefly attends monthly board meeting to deliver a report.

## **Pre-Theatre Load-in**

- Coordinates with theatre tech personnel for meeting to discuss tech needs. Several members of Production team may be involved (e.g. Set Designer, Tech Director, Lighting Designer, Sound Designer)
- Arranges for transportation of technical items, costumes, props, furnishings, etc. to the theatre
- Collects volunteer production hours from cast (or department heads) and submits to Treasurer for disposal or deposit of cheques
- Ensures that department heads have enough volunteers to complete their tasks at theatre

## **Post Production**

- Ensures that all (paid) Creative Team members and orchestra members are paid

- Arranges for transportation of technical items, costumes, props, furnishings, etc. to be returned to KWMP
- Ensures all departments have completed their clean-ups and returns of borrowed or rented equipment
- Ensures that scripts are collected, cleaned and returned within a week of show closing
- Ensures all accounts are paid, in coordination with Treasurer and bookkeeper
- Creates the financial report showing the original budget and the project actual expenditures in coordination with the Treasurer/bookkeeper
- Arranges a Post Mortem Production meeting (or collects reports from department heads)
- Submits a production manager report including all department reports and financial report to the Board of Directors

**Skills:**

- Highly organized
- Financially responsible
- Strong communication skills
- Approachable and able to mediate disagreements, to solve the problem(s), and inform the Board of Directors
- Enthusiastic about the project
- Strong interpersonal skills
- Strong organizational skills
- Strong supervisory skills\
- Ability to delegate, motivate and encourage others

# Stage Manager

\$750 Honorarium

The stage manager is responsible to the producer/director.

## **Duties:**

### **General:**

- Arranges for the selection of assistant stage managers
- Attends all production meetings

### **Auditions:**

- Notifies all auditioners about whether they have been cast
- Coordinates auditions with directorial team and the Production Committee and Production Manager

### **Preparation for Rehearsal:**

- Creates cast contact list
- Prepares lists and forms for distribution to the actors
- Prepares, in cooperation with the Director, a preliminary list of props necessary to begin rehearsal and works with Props Designer to have appropriate props available as determined
- Creates a rehearsal schedule in cooperation with Directorial team, and ensures that schedule is adhered to by directorial team
- Tapes out the set on the rehearsal hall floor
- Prepares the green room area

### **Rehearsals:**

- Responsible for the smooth running of rehearsals
- Ensures rehearsal props are available
- Ensures rehearsal space is safe and useable
- Maintains a neat, orderly and easily understandable prompt book
- Notes start time, break time, finish time of rehearsals
- Takes blocking notes, missed lines, entrances and exits
- Prepares and distributes daily production notes
- Cooperates with Costume Designer for cast to be available for fittings when not disruptive to rehearsals

### **Tech Week:**

- Organizes cue to cue and all technical rehearsals
- Responsible for calling all cues
- Oversees all backstage activities
- Ensures the show is running smoothly

### **After Opening:**

- Takes responsibility for maintaining the director's vision throughout the run
- Monitors that all production personnel and actors report in
- Prepares and distributes performance reports

### **Health and Safety:**

- Prepares health and safety data sheets
- Has First Aid training or ascertains someone on the cast or crew who is First Aid trained, and makes the identity of First Aid person clear to cast and crew
- Ensures first aid kit is stocked
- Ensures all actors and crew know where all fire exits, fire extinguishers are located
- Posts health and safety information
- Liaises with front of house, calling fire/ambulance/police in case of emergency
- Takes responsibility for evacuation of actors and crew in case of emergency



- Works closely with the director, producer and actors

**Skills:**

- Strong organizational skills
- Strong communication skills
- Strong problem-solving 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

# Assistant Stage Manager

Volunteer Position

The ASM is responsible to the Stage Manager

## **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

# Assistant Director

Volunteer position

The assistant director is responsible to the director.

## **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

# Music Assistant

Volunteer position

The music assistant is responsible to the music director.

## **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
- High level of piano proficiency
- Accompaniment skills an asset
- Ability to teach
- Knowledge of music styles and history
- Strong interpersonal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills

# Rehearsal Pianist

\$375 honorarium

The rehearsal pianist is responsible to the music director.

## **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
- High level of piano proficiency
- Accompaniment skills necessary
- Ability to teach
- Knowledge of music styles and history
- Strong interpersonal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills

# Props Designer

\$600 Honorarium

The props and furnishing designer is responsible to the director/production manager.

## **Duties:**

- Collaborates with director and set designer
- Builds, borrows, rents props or furnishings based on blueprints and drawings supplied by set designer
- Coordinate volunteer team to create props
- Attends production meetings
- Supplies rehearsal props and/or furnishings
- Attends first rehearsal
- Attends other rehearsals as available
- Attends load-in and set-up, dress rehearsals, etc.
- Arranges to replenish or repair props and/or furnishings during the run
- Works within a budget
- Is available to put props away when they are returned to KWMP following show week

## **Skills:**

- Ability to build, repair props and/or furnishings
- Talent for scrounging and getting great bargains
- Driver's license
- Strong interpersonal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills

# Props Assistant

Volunteer position

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

## **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

# Set Designer

\$750 Honorarium

The set designer collaborates with the director, and is responsible to the Director for realizing the vision and to the Production Manager for timelines and budget restraints.

## **Duties:**

- Collaborates with Director on establishing a set design. Discussions should include Choreographer for levels and entrances/exits and viability for movement on stage.
- Collaborates with director, costume and lighting designers on a colour palette
- Creates a maquette to communicate the final “look” of the set if needed
- Creates a set of accurate drawings for the builders/performance venue
- Creates drawings for props/furnishings coordinator
- Meet deadlines put in place by board of directors/production manager
- Attends production meetings
- Attends first rehearsal and presents design concept
- Consults with scenic artists and set painters to make vision clear. Monitors artistic look of final product.
- Coordinates with props and furnishings creator and Director for approval of changes deemed necessary
- Is welcome at all production meetings
- Works within a budget

## **Skills:**

- Strong visual sense
- Ability to draw and build maquettes
- Knowledge of architectural styles and history
- Strong inter-personal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills
- Financially responsible



# Head Carpenter

\$375 Honorarium

The head carpenter is responsible to the set designer/production manager.

## **Duties:**

- Interprets the set designer's drawing into the reality of a set
- Builds scenic elements
- Manages and direct the building crew
- Meet building schedule set by director/production manager
- Attends production meetings
- Attends first rehearsal
- Attends other rehearsals as available
- Attends load-in and set-up
- Attends load in back to KWMP
- Works within a budget

## **Skills:**

- Strong background in technical aspects of production
- Appreciation for the design process
- Ability to interpret construction plans
- Strong knowledge of health and safety legislation, policies and practices
- Strong interpersonal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills
- Financially responsible

# Set Painter / Scenic Artist

\$375 Honorarium

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

## **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

# Costume Designer

\$750 Honorarium

The costume designer collaborates with the director, and is responsible to the production manager/director.

## Duties:

- Collaborates with director on establishing a costume design
- Collaborates with director, set and lighting designers on a colour palette
- Takes measurements of all cast members
- Buys, rents, or borrows costumes and accessories
- Adapts clothing to suit a character and the actors' activities (safety, comfort, and movability)
- Sews costumes if necessary
- Attends production meetings
- Supplies rehearsal costumes
- Attends first rehearsal and presents design concept
- Attends other rehearsals as available
- Attends costume parade, dress rehearsals, etc.
- Coordinates dressers for costume changes
- Arranges to repair and clean costumes during the run
- Supervises return of any borrowed costumes or accessories
- Works within a budget

## Skills:

- Advanced sewing skills
- Ability to create or alter patterns an asset
- Strong visual sense
- Ability to draw
- Knowledge of clothing styles and history
- Strong interpersonal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills
- Financially responsible
- Willingness to provide mentorship opportunities

# Technical Director

\$375 Honorarium

The technical director collaborates with the director, set designer, producer, and stage manager.

(artistic and technical departments)

## **Duties:**

- ensures all technical aspects of the production work smoothly and safely
- coordinates schedules so the lighting, sound, set and other crews have the time they need to set up their work onstage
- coordinates with the director and stage manager to ensure actor safety and fulfillment of the director's vision
- Rigging - the placement and safety of any elements that are placed over the stage in coordination with lighting and fly crews
- Pitching in on any crew that needs help, including: construction, lighting, painting
- May be called upon to design sets or lighting if needed

## **Skills:**

- Thorough understanding of all aspects involved in technical theatre, including construction, lighting equipment, rigging and sound.
- Strong interpersonal skills
- Strong communication skills
- Strong organizational and time management skills
- Strong supervisory skills
- Strong knowledge of health and safety legislation, policies and practices
- Willingness to provide mentorship opportunities

# Lighting Designer

\$750 Honorarium

The lighting designer collaborates with the director, and is responsible to the production manager.

## **Duties:**

- Collaborates with director on establishing a lighting design
- Collaborates with director, set, costume and properties designers on a colour palette
- Creates a lighting plot, ground and elevation plan based on the timelines that are laid out by production manager
- Creates cue sheets
- Attends production meetings
- Attends first rehearsal and presents design concept
- Attends other rehearsals as available
- Coordinates rental of additional lighting equipment
- Attends load-in, lighting hang, lighting focus, level set, dress rehearsals, etc.
- Works within a budget

## **Skills:**

- Strong visual sense
- Understanding of the interaction of colour, light and shadow in three-dimensional spaces
- Understanding of lighting equipment (lamps, lighting boards, dimmers, wiring, etc.)
- Strong interpersonal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills
- Financially responsible