



presents

The Full Monty

8 performances

February 13, 14, 15 (8pm)

February 19, 20, 21, 22 (8pm)

February 22 (2pm)

Kitchener Waterloo Musical Productions (KWMP) is a not-for-profit community theatre company based in Waterloo Region. For more information, visit kwmp.ca or email info@kwmp.ca

KW Musical Productions

is now accepting applications for
the Creative Team for *The Full Monty*.

Please send applications and resumes to:

auditions@kwmp.ca

by Friday, November 1.

See next page for general overview of time commitment for *The Full Monty*.

Positions open for this production are:

Honorarium:
Director
Musical Director
Stage Manager
Lighting Designer
Vocal Director

Volunteer/mentorship:
Production Manager
Costume Designer
Props Coordinator
Assistant Stage Managers (2)
Rehearsal Pianist
Set designer/painter
Make-up
etc.

Applications must be sent by email to auditions@kwmp.ca by November 1st, 2013.
Outlines of positions, requirements and expectations are posted as links on kwmp.ca
Successful candidates will be notified by November 7, 2013. Positions of Director, Musical Director, Stage Manager and Production Manager to be established immediately and are to be present at auditions.
Auditions to take place weekend of December 6, 7, 8. Callbacks on Sunday. Cast to be determined by Director and Musical Director and successful candidates to be notified by Production Manager within two days.
Cast are expected to learn parts before January 5.
Rehearsals begin January 5 and run every Thursday evening and Sunday afternoon and evening until load-in.

Pertinent Dates:

Auditions: Dec 6, 7, 8

Rehearsals begin: January 5, 2014.

Rehearsals: Thursdays from 6:30pm to 10pm, Sundays from 1pm to 10pm

Load in/ set-up at theatre: Feb 8, 9, 10

Tech/dress: Feb 11, 12

Performances: Feb 13, 14, 15, to 19, 20, 21, 22(M), 22.

Director

The director is responsible to the producer/board of directors

Honorarium

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 in all other departments

Attends all production meetings

Works within a budget

Provide opportunities for mentoring others in the director role

Skills:

Knowledgeable in all aspects of theatre, including design, lighting, sound, costume and acting technique

Excellent communication skills

Strong organizational skills

Commitment to spending the necessary rehearsal and preparation time

Strong intuition

Clear artistic vision

Willingness to work with many people with a range of experience and abilities

Willingness to work at mentor to others looking to learn to direct a musical theatre

Positive opinion of 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 (if applicable): which scenes requiring blocking and which scenes require choreography

It is particularly important that the director consciously communicates in a helpful, creative, supportive and constructive manner. Directors should avoid negative communication methods such as: blaming, yelling, accusing, threatening, nagging, guilting, and not listening.

Musical Director

The music director is responsible to the director for all musical aspects of the production. Must play piano of a skill to run rehearsal from a keyboard.

Honorarium

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

Prepares/adjusts orchestration for number of musicians to be hired

Makes changes to score as needed and shares with rehearsal pianists in timely manner

Teaches the cast members the show's music

Leads music rehearsals—principals, chorus and musicians - plays keyboard

Serves as the conductor, or, in consultation with the producer and director, hires the conductor

In consultation with the producer and director, arranges for the rehearsal pianists if needed, and hires the orchestra/ musicians

With board agreement, in consultation with producer, arranges for rental of keyboards if needed

Works with the sound designer

Attends production meetings

Attends rehearsals

Skills:

Strong musical sense

Strong conducting ability

Ability to teach

Knowledge of music styles and history

Strong interpersonal, communication, organizational and supervisory skills

Willingness to provide mentorship opportunities

Vocal Director

The vocal director is responsible to the director and musical director for vocal aspects of the production.

Honorarium

Duties:

Collaborates with musical director and director re needs of cast for vocal training

Attends auditions for the singers and may make recommendations to the director and musical director for casting

Rehearses cast in groups or individuals during scheduled rehearsals

Teaches and encourages vocal warm-ups and techniques for vocal health and proper projection

Assists music rehearsals—principals and ensemble to improve quality and style

Attends production meetings when required

Attends rehearsals

Skills:

Strong musical sense

Ability to play keyboard an asset

Strong vocal background

Ability to teach vocal techniques appropriate to musical style of the production

Knowledge of music styles and history

Strong interpersonal, communication, organizational and supervisory skills

Willingness to provide mentorship opportunities

Stage Manager

The stage manager is responsible to the director and/or production manager.
Honorarium.

Duties:

Consults with the production manager on the selection of assistant stage managers

Attends all production meetings

Auditions: Coordinates auditions with production manager and director

Preparation:

- Prepares lists and forms for distribution to the actors
- Prepares a preliminary list of props
- Tapes out the set on the rehearsal hall floor
- Prepares the green room area

Rehearsals:

- In cooperation with director sets up rehearsal schedule
- 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

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:

- Responsible for maintaining the director's vision throughout the run
- All production personnel and actors report to the stage manager
- Prepares and distributes performance reports

Health and Safety:

- 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
- Responsible 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

Calm and helpful manner under pressure

Ability to multi-task

Sense of humour

Knowledge of lighting and sound equipment

First Aid training if possible

Willingness to provide mentorship opportunities

Production Manager

The production manager reports to the Board of Directors.

Volunteer position.

Duties:

Coordinates and is responsible for all aspects of production, both technical and artistic

Organizes, prioritizes and manages finances, personnel, and tech scheduling

Keeps up-to-date on all developments from inception to final wrap-up of the project

Ensures everyone has a clear job description and is able to do his/her job effectively

Fosters team spirit

Creates a master production schedule and ensures that creative team are aware and adhere to schedule

Sets up an accounting system for the production in consultation with the treasurer of the company

Makes arrangements for the audition call online booking, audition events and call-backs

Notifies all successful auditioners about casting within two days of decision by directors.

Notifies all rejected auditionees within one week.

Creates and distributes a Production Team and Cast Contact List

Attends all production meetings, the first rehearsal, all of technical week, and opening night

Arranges for transportation of technical items, costumes, props, furnishings, etc. to the theatre

Delegates volunteers to various departments

Answers all email directed to PM concerning show production, or re-routes to appropriate department(s)

Follows up on emails forwarded to creative departments

Collects and collates volunteer hours tracking - gives treasurer a list of those who have/have not completed hours for reimbursement

Ensures all departments have completed their clean-ups and returns of borrowed or rented equipment

Ensures all accounts are paid

Creates the financial report showing the original budget and the project actual expenditures

Holds Post Mortem meeting with creative team, receiving reports from every department within two weeks of close of show

Compiles and submits a Post Mortem report to Board of Directors within 30 days of closing of show

Works within a budget

Skills:

Highly organized and independently motivated

Financially responsible

Strong communication skills

Aware of timelines and in control of events to keep to schedule

Approachable and able to mediate disagreement

Enthusiastic about the project

Strong interpersonal, communication, organizational and supervisory skills

Ability to delegate, motivate and encourage others

Prepared to mediate a dispute, to solve the problem, and in extreme situations, inform the Board of Directors

Rehearsal Pianist

Volunteer position

Duties:

Collaborates with musical director (and vocal director)

Attends auditions for the singers and offers warm-up and/or accompaniment

Plays keyboard during scheduled rehearsals to assist musical director (and vocal director)

Assists music rehearsals

Attends rehearsals

Skills:

Strong musical sense

Strong vocal background

Strong interpersonal, communication, organizational and supervisory skills

Lighting Designer

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

Honorarium.

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

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, communication, organizational and supervisory skills

Financially responsible

Willingness to provide mentorship opportunities

Publicist

The publicist is responsible to the production manager and/or Board of Directors.

Volunteer position

Duties:

Plans and implements a media strategy that incites interest and excitement in the public through posters, promotional flyers and advertisements

Liaises with the media through press releases

Arranges interviews

Sets up/ books dates for photo shoots - enlists assistance of make-up, hair and costumes

Prepares press kits - ensures proof-reading and approval before distribution

Prepares the program - ensures proof-reading and approval before printing

Distributes any complimentary tickets - reports distribution to Board of Directors

Works with the production manager regarding the presentation of publicity materials

Ensures the box office manager is fully informed about any marketing initiatives, particularly ticket discounts

Attends first rehearsal and reports to production manager regularly

Works within a budget

Skills:

Strong writing skills

Excellent communication skills

Strong computer skills

Access to a fax machine

Eye for detail /willing to invite assistance with proof-reading

Strong sense of design

Ability to meet deadlines

Strong interpersonal, communication, organizational and supervisory skills

Willingness to provide mentorship and cast volunteer opportunities

Costume Designer

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

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
Attends first rehearsal and presents design concept
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, and organizes storage of costumes at KWMP
Works within a budget

Skills:

Strong visual sense
Ability to draw
Knowledge of clothing styles and history
Strong interpersonal, communication, organizational and supervisory skills
Financially responsible
Willingness to provide mentorship and cast volunteer opportunities

Props and/or Furnishings Coordinator

The props and furnishing designer collaborates with the director, and is responsible to the production manager.
Volunteer position

Duties:

Collaborates with set designer
Builds, borrows, rents props or furnishings based on blueprints and drawings supplied by set designer
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

Skills:

Ability to build, repair props and/or furnishings
Talent for scrounging and getting great bargains
Driver's license
Strong interpersonal, communication, organizational and supervisory skills
Financially responsible
Willingness to provide mentorship and cast volunteer opportunities

Set Designer/ Scenic Artist

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

Volunteer position

Duties:

Upon contract, set designer and director establish dates by which each stage of design should be finished. Set designer is to meet deadlines for construction to begin.

Collaborates with director, tech director and head carpenter, establishing a set design

Collaborates with director, costume and lighting designers on a colour palette

Creates a maquette (a scale model) 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

Attends production meetings

Attends first rehearsal and presents design concept

Coordinates scenic artists and set painters if set designer and scenic artist are separate

Coordinates props and furnishings with the props creator

Works within a budget

Skills:

Strong visual sense and imagination

Strong commitment to meeting deadlines to facilitate set construction

Ability to draw and build maquettes

Knowledge of architectural styles and history

Strong interpersonal, communication, organizational and supervisory skills

Financially responsible

Willingness to provide mentorship and cast volunteer opportunities

Make-up Designer

The make-up designer(s) collaborates with the director and costume designer.

Volunteer position

Duties:

Collaborates with director on establishing make-up design

Collaborates with costume designer for an overall "look" to match period or director's vision

Buys, replenishes and organizes make-up accessories

Attends production meetings

Attends first rehearsal and presents design concept

Attends other rehearsals as available

Attends costume parade, dress rehearsals, etc.

Coordinates make-up team for performances

Arranges to replenish make-up/hair supplies during the run

Works within a budget

Skills:

Strong visual sense

Ability to draw

Knowledge of make-up styles and history

Understanding of the effect of colour, light and shadow on the human face

Experience with various prosthetics and special effects make-up

Strong interpersonal, communication, organizational and supervisory skills

Financially responsible

Willingness to provide mentorship opportunities

Assistant Stage Managers (2)

Volunteer positions

An assistant stage manager should be assigned specific stage management tasks under the supervision of the stage manager. For example, in rehearsal the assistant stage manager may be responsible for assisting with paperwork, prompting, and the rehearsal props preset; during production, the assistant stage manager may coordinate backstage traffic while the stage manager is in the booth.

In emergency situations, the assistant stage manager's familiarity with the play makes them an ideal pinch-hitter for lighting or sound operators.

The assistant stage manager should not be expected to conduct rehearsals or call a show, except in extreme emergencies.

The following positions will post separately once the director's vision is clear, in the event that they are deemed necessary:

Head Carpenter

Volunteer

Hair Designer

Volunteer

Dressers

Volunteer

Backstage Crew

Volunteer

Sound Designer

Volunteer

Please send all applications directly to auditions@kwmp.ca