

# Production Manager

The producer 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 their job effectively
- Fosters team spirit
- Creates a master production schedule
- Sets up an accounting system for the production in consultation with the treasurer of the company
- Makes arrangements for the audition call
- Notifies all auditioners about whether they have been cast
- Creates 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
- 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
- Submits a producer's report with department reports and financial report to the Board of Directors
- Works within a budget

## Skills:

- Highly organized
- Financially responsible
- Strong communication skills
- Approachable and able to mediate disagreement
- Enthusiastic about the project
- Strong inter-personal skills
- Strong organizational skills
- Strong 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

## 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 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.

# 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 inter-personal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills

## **Music Director**

The music director is responsible to the director for all musical aspects of the production. 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
- 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 pianists and the orchestra musicians
- 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 inter-personal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills

## Stage Manager

The stage manager is responsible to the producer/director. Honorarium.

### Duties:

- Consults with the producer on the selection of assistant stage managers
- Attends all production meetings
- Auditions:
  - Coordinates auditions with producer 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

## **Assistant Stage Managers**

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.

**Technical Director** (not always used by KWMP, Responsibilities sometimes

## **absorbed into other departments)**

The technical director is responsible to the producer.

### **Duties:**

- Organizes and costs technical needs of the show—materials for the set, lights, costume materials and rentals, sound equipment and props
- Supervises, coordinates and balances technical needs of the director, designers and department heads
- Manages and directs the crew and technicians up to the final dress rehearsal
- Attends production meetings
- Attends first rehearsal
- Attends other rehearsals as available
- Supervises load-in and set-up,
- Conducts a tour of theatre and on-stage set for cast and crew
- Attends technical-only rehearsals, technical rehearsals, dress rehearsals
- 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 inter-personal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills
- Financially responsible

## **Set Designer**

The set designer collaborates with the director, and is responsible to the producer/director. Honorarium.

### **Duties:**

- Collaborates with director on 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
- Coordinates props and furnishings with the appropriate coordinator
- 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



# Lighting Designer

The lighting designer collaborates with the director, and is responsible to the producer. 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 inter-personal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills
- Financially responsible

## **Make-up/Hair Designer**

The make-up/hair designer(s) collaborates with the director and costume designer. Volunteer position.

### **Duties:**

- Collaborates with director on establishing a make-up/hair design
- Collaborates with other designers
- Buys, rents or borrows 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 artists 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/hair styles and history
- Understanding of the effect of colour, light and shadow on the human face
- Experience with wigs, beards and various prosthetics and special effects make-up
- Strong inter-personal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills
- Financially responsible

## **Head Carpenter**

The head carpenter is responsible to the technical director and set designer. Honorarium.

### **Duties:**

- Interprets the set designer's drawing into the reality of a set
- Builds scenic elements
- Manages and direct the building crew
- Attends production meetings
- Attends first rehearsal
- Attends other rehearsals as available
- Attends load-in and set-up
- 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 inter-personal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills
- Financially responsible

## **Props and/or Furnishings Coordinator**

The props and furnishing designer collaborates with the director, and is responsible to the producer/director. Honorarium/volunteer (depends on size of show)

### **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 inter-personal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills
- Financially responsible

## **Costume Designer**

The costume designer collaborates with the director, and is responsible to the production manager/director. Honorarium/volunteer position (depends on size of show)

### **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:**

- 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

## **Marketing Manager**

The Marketing Manager is responsible to the producer and/or Board of Directors. Honorarium.

### **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 photo shoots
- Prepares press kits
- Prepares the program
- Distributes any complimentary tickets
- Works with the producer regarding the presentation of publicity materials
- Ensures the box office manager is fully informed about any marketing initiatives, particularly ticket discounts
- Attends first rehearsal
- Works within a budget

### **Skills:**

- Strong writing skills
- Excellent communication skills
- Strong computer skills
- Access to a fax machine
- Eye for detail
- Strong sense of design
- Ability to meet deadlines
- Strong organizational skills

## **Sound Operator (this is a position that is traditionally hired at the venue)**

The sound operator is responsible to the stage manager and sound designer.

### **Duties:**

- Attends load-in, sound set-up, level set, dress rehearsals, etc.
- Follows all sound cues as called by the stage manager
- Ensures sound equipment is operational prior to each performance

### **Skills:**

- Understanding of sound equipment (speakers, amplifiers, sound boards, microphones, playback equipment, etc.)
- Attentive and follows instructions
- Strong communication skills

## **Lighting Operator (this is a position that is traditionally hired at the venue)**

The lighting operator is responsible to the stage manager and lighting designer.

### **Duties:**

- Attends load-in, lighting hang, lighting focus, level set, dress rehearsals, etc.
- Hangs lights, focus lights
- Follows all lighting cues as called by the stage manager
- Ensures lighting equipment is operational prior to each performance

### **Skills:**

- Understanding of lighting equipment (lamps, lighting boards, dimmers, wiring, etc.)
- Attentive and follows instructions
- Strong communication skills

## Sound Designer

The sound designer collaborates with the director, musical director the producer. Volunteer.

### Duties:

- Collaborates with director on establishing a sound design (effects, soundscapes, ambient music)
- Collaborates with other designers
- Creates a sound plot (speaker location, etc.)
- Creates cue sheets
- Attends production meetings
- Attends first rehearsal and presents design concept
- Attends other rehearsals as available
- Coordinates rental of additional sound equipment
- Attends load-in, sound system set-up, level set, dress rehearsals, etc.
- Works within a budget

### Skills:

- Understanding of different sounds and music create moods, tension, and a sense of place
- Understanding of acoustics
- Understanding of sound equipment (speakers, amplifiers, sound boards, microphones, playback equipment, etc.)
- Ability to record and/or compile sound sources
- Strong inter-personal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills
- Financially responsible