Production Staff Roles & Responsibilities

Student Director
Student Directors are chosen by the E-Board after they submit a proposal in accordance with proposal guidelines. Student Directors may only direct Second Stage productions. They are in charge of all creative aspects of the show. They will work with any designer on the production staff to make sure that designs fit their vision of the show. During rehearsals, they will give their blocking to the actors and Stage Manager(s) in accordance with their set design. They will give notes to actors based on line deliverance, blocking, and acting as well as to any production staff members during tech runs or cue-to-cues in order to ensure that the creative aspects of the show fit their vision. They may choose a Directing Staff if they feel necessary (subject to approval of the E-Board) which may include a Choreographer, Music Director, and Vocal Director. The job of the Director ends at the last Dress Rehearsal, and their responsibilities are handed over to the Stage Manager(s).

Stage Manager
The Stage Manager is chosen by the E-Board for Main Stage shows and by the Directors of the Second Stage Productions. In order to Stage Manage, you must have experience in Stage Managing or Assistant Stage Managing at least one past Little Theatre performance. The Stage Manager’s duties include, but are not limited to:
- Scheduling all rehearsals
- Attending rehearsals to take blocking notes, cues and scripts changes
- Call lines when actors go off book
- Makes sure actors are at rehearsal on time
- If asked by the director, sit in on auditions
- Distribute scripts to all cast members and production staff members
- Sit in the perch during shows and call out cues to lights, sound, and actors
- During productions is the final decision maker
- Sets call times and runs warm ups
- Makes sure the show runs to the Director’s vision
- Organizes back stage for prop placement
- Resets the stage after every performance
- Oversees purchasing of the Director’s gift
- Making the intermission speech (for Main Stage shows only)

Assistant Stage Manager(s)
The Assistant Stage Manager or Managers are chosen by the Stage Manager with approval of the E-Board. Their duty is to serve at the discretion of the Stage Manager in
handling any of the responsibilities listed under the Stage Manager. It is strongly recommended that every show have at least one Assistant Stage Manager.

Producer
The Producer for each show is chosen by the E-Board and due to how closely they work with the budget, our advisors and at times, sensitive information, the Producer must also serve as an E-Board member. Their duties include, but are not limited to:
- Working with the treasurer to set the budget for the show
- Managing and choosing the Production Staff
- Meeting with the Production Staff and delegating their jobs
- Meeting with the Stage Manager and / or Director to get props and costume lists
- Running tech calls with the Technical Director
- Running Strike
- Keeping track of cast attendance at tech calls
- During the production, coordinating Events and assisting where necessary.

Assistant Producer(s)
The Assistant Producer is chosen by the Producer with approval of the E-Board. They must also serve as an E-Board member due to the handling of budget and other sensitive information. Their duty is to serve at the discretion of the Producer in handling any of the responsibilities listed above. It is strongly recommended that every production has at least one Assistant Producer.

Technical Director
The Technical Director will work closely with the Producer and members of the Production Staff to achieve the vision of the Set Designer and / or Director. The Tech Director is chosen by the Producers and should have a good amount of experience with technical theatre. They oversee all construction and building elements, and are in charge of keeping an inventory of tools and supplies. At tech calls, they are in charge of making sure tools are securely locked up and that everything is clean before everyone leaves.

Lighting Designer
The Lighting Designer is chosen by the Producer(s) and works with the Director to design all lighting elements of the show. They then work with the Lighting Director to make sure that the design is carried out. The Lighting Designer is in charge of setting the lighting cues with the Director. If necessary, the Lighting Designer and Lighting Operator may be combined into one job.

Lighting Operator
The Lighting Operator is chosen by the Producer(s) and is in charge of running the light board during the actual productions. The follow the cues set by the Lighting Designer and Director as they are called out by the Stage Manager.

Sound Designer
The Sound Designer is chosen by the Producer(s) and works with the Director to design, compose, or select the sound elements of the show. This includes sound effects, ambient noise, music and house music. They are in charge of setting the cues with the Director. If necessary, the Sound Designer and Sound Operator may be combined into one job.

Sound Operator
The Sound Operator is chosen by the Producer(s) and operates the sound board during the actual productions. They execute the cues set by the Director and Sound Designer as they are called out by the Stage Manager.

Costume Designer
The Costume Designer is chosen by the Producer(s) and works with the Director to plan all costume elements of the show. This includes hair, makeup and jewelry. The Costume Designer is in charge of planning changes during the production and making sure they are carried out as the cues are called out by the Stage Manager. The Costume Designer is also in charge of taking measurements of the cast members, and coordinating with a rental company if necessary. During the production, they are in charge of taking care of any emergency costume issues as directed by the Stage Manager. The Costume Designer may work with assistants to serve at their discretion which will be coordinated with the Producer(s).

Costume Assistant(s)
The Costume Assistant(s) serve at the discretion of the Costume Designer and assist in any of the responsibilities listed above.

Hair and Makeup
Hair and Makeup is chosen by the Producer(s) and is in charge of executing the plan set forth by the Costume Designer and the Director for each character. They may be combined and double as costume assistants if necessary.

House Manager
The House Manager is chosen by the Producer(s). The duties of the House Manager include, but are not limited to:
- Opening and closing house at the call of the Stage Manager
- Coordinating and setting up the In-House Display
- Coordinating the Ushers of each performance
- Sitting in the house to politely ask unruly audience members to refrain from distracting from the performance, as well as retrieving any props that may make their way into the audience.

Events Manager
The Events Manager is chosen by the Producer(s) and is in charge of the refreshments that are served at the intermission, as well as the gala that follows each performance. They will adhere to the budget set forth by the Producer(s) and Treasurer, and are
responsible for the purchase of the food and the setup. The Events Manager will have at least two assistants to serve at their discretion as chosen by the Producer(s).

Events Assistants
The Events Assistants serve at the discretion of the Events Manager with the responsibilities listed above.

Props Manager
The Props Manager is chosen by the Producer(s) and is in charge of working with the Director to design the props of the show. Props include both functional props and set dressing. The Props Manager will work with the budget given to them by the Producer(s) and Treasurer to make, purchase or rent the props for the show. The Props Manager will then work with a Run Crew (if applicable) and the Stage Manager during the rehearsal period to make sure that prop placement is correct for the run of the show. If necessary, the Props Crew may combine with the Run Crew, otherwise, the Props Manager and their crew are not necessary backstage of the actual performances. The Props Manager may have assistants chosen by the Producer(s) if necessary to serve at their discretion.

Props Assistants
The Props Assistants are chosen by the Producer(s) and serve at the discretion of the Props Manager with the responsibilities listed above.

Box Office Manager
The Box Office Manager is chosen by the Producer(s) and is in charge of taking reservations for the performances. They will be given instructions on how to set up the Box Office Hotline by the Producer(s) and are in charge of checking the messages at least 4 times a day, making sure the information is written down, and calling parties that reserve tickets to confirm their reservations. They will work with the Producer(s) to obtain the maximum number of seats that will be in the house for the performances, and making sure that no more than that number of tickets are given out. They will sit in the box office from the time the doors open until 15 minutes after the house closes handing out tickets and programs. They will keep a count of attendance for each performance and give it to the Producer(s) at intermission. They will also communicate with the Stage Manager before each performance so the Stage Manager knows when house can be closed.

Ushers
Ushers volunteer for the position and can be any member of Little Theatre. They serve at the discretion of the Producer(s) and House Manager.

Technical / Production Assistants
The Technical and Production Assistants volunteer for the position, and can be held by anyone willing to take the job. They serve at the discretion of the Tech Director and Producer(s) and may assist in any aspect of the production. Mainly, they will be responsible for aiding in completing construction and painting during tech calls.
Notes on Production Staff Titles and the Roles of E-Board During Productions:

Anytime the term “Executive” is placed before a position on the Production Staff, it is implied that that person will be training others on the Staff. For example, an Executive Producer will be training Producers to do the job. The term “Executive” does not place them in a higher position in terms of decision making, but it is understood that the advice or call of a Production Staff member with an Executive position has more experience and seniority in making an informed and competent decision.

Unless holding a specified position of the Production Staff, the E-Board does not have the ability to make calls or decisions during a show without consulting those who’s responsibility it is to make that decision first, unless in special cases where there is an E-Board consensus that requires them to intervene. However, an E-Board member may hold any position listed above.

However, certain E-Board members do hold certain positions during each show, as Listed below:

Vice President
The Vice President is in charge of making the decision of whether or not someone’s involvement in the show is sufficient enough for them to be considered an Active Member.

Treasurer
The Treasurer is in charge of setting the budget for the show and collecting receipts. If you need to make a purchase for the show, you must use a tax exempt form (which can be obtained in the clubroom or from the Treasurer), as tax cannot be reimbursed. You must save your receipt and write your name and student ID number on it, and hand it in to the treasurer in a timely matter or at their discretion. Once your receipt is turned into the office of CPLD, you will receive a reimbursement check within a week to two weeks. The Treasurer reserves the right to withhold any reimbursement if you go over budget for a purchase without permission. The Treasurer, along with any other two E-Board members are also in charge of counting donations and concessions money and recording it in the ledger.

Secretary
The Secretary is in charge of making the program for the production. Any special considerations you have regarding the program (including, but not limited to the spelling of your name, nickname, etc.) should be directed to the Secretary before the print date.

Public Relations Director
The Public Relations Director is in charge of all advertising for the production. If you would like a poster to be hung up at your place of work or in your community, you must ask permission from the Public Relations Director.
***If, for any reason, your role in the show or the responsibilities of your role changes, the E-Board or the Producer(s) are required to notify you in a timely matter.

***Please note that all heads of departments may be asked to attend weekly Production meetings at the discretion of the Producer(s).