

The following is a list of duties for the various positions during a play:

Director: The director is the person responsible for the overall style and standard of a drama. The production must confirm to his/her interpretation. In community theatre, he/she is a teacher, editor, traffic policeman, friend, critic and captain of the ship. The play that is chosen, the actors who are cast, the design of the sets and costumes, the stage movement - everything will be a result of consultation with or the direct decision of the director. He/she must do only a play he/she cares about doing and he/she must know the play better than anyone else with whom he/she works; but he/she must always be aware that getting the play on is a co-operative effort and he/she should listen objectively to all his/her associates. Access their contributions, use what he/she can use and go on from there.

Assistant Director: Helps in certain areas specified by the director. Works with small groups as requested by the director. This could be a mentorship or an associate (co-director) position. Would assist in the event of directors absence

Producer: 1. Oversees all the committees. 2. Keeps close watch on finances. All committees require producer's permission for spending. 3. Phoning liaison among the groups, and any arranging not covered by a committee. 4. Extra duties

not already designated to a committee: i.e. if a piano is needed for a production, it would be the producer's job to take care of this. 5. Buys necessary gifts and also arranges the "Afterglow". 6. Book caterer and plan menu for dinner theatre (in consultation with the Director). 7. Arrange for security. 8. Ensure there is food and drink backstage each night of performance and appoint someone for clean up and recycling 9. Maintain communication with Director and all committee chair people.

Technical Director: Oversees the technical aspects of the production: i.e. Sets, sound, light, and any special sound or light effects. Maintains communication with Director, Assistant Director and Stage Manager. Responsible to the director and the producer.

Lighting: Co-designer with director/operator 1. Read play 2. Get idea what needs to be illuminated and what moods need to be created, and what areas need to be defined 3. What gels are needed 4. Discuss above and cues director and write cue sheet 5. Draw lighting diagram 6. Set up lights, with help. 7. Focus - you will need help 8. Connect cords to appropriate switches 9. Practice cues during rehearsals 10. Revise cue sheet 11. Coordinate with the stage manager 12. Be prepared for things to change.

Sound Effects: Co-designer with the Director 1. Read play 2. Get list of sounds 3. Discuss cues with director, length,

volume, etc. 4. Write cue sheet 5. Record sounds 6. Set up equipment in theatre 7. Revise cue sheet 8. Make sure your timing and stage manager's are the same 9. Be prepared for things to change.

Stage Manager: Oversees each performance from behind the curtain. 1. In charge of training and supervising stage hands. 2. Ensures sets are in proper position. 3. Makes sure the stage property people have all the props in place and ready. 4. Que lights, sound/music and curtain time. As a general rule the stage manager is expected to attend rehearsals at least 6 weeks prior to opening of the production or as agreed upon between director and stage manager.

Prompter: Cues the cast from off-stage. The prompter should begin attending a minimum of three rehearsals before the cast is off book. The prompter must be familiar with the script in order to be successful.

Sets: 1. A person to design, build and paint sets along with a committee of his/her choice. 2. Removes sets after the final performance and return them to their storage place.

Small Props: 1. Obtains hand props. 2. Ensures they are on stage when required. 3. Returns props.

Large Props: 1. Obtains large items such as furniture from private homes and stores. 2. Makes arrangements to return large props.

Make-up: 1. Orders supplies from Malabars - Winnipeg. 2. Applies make-up and trains the cast to apply their own. 3. Ensures Case is kept clean.

Costumes: After consultation with director, the costume committee will ensure that all costume pieces are provided. Cast members are encouraged to contribute costume pieces when possible. The costume committee will schedule fittings with the cast.

Marketing:

Front of House: 1. Arranges for four helpers per night (two for tickets and hand out programs and two ushers). 2. Print schedule and sent to producer. It has been effective to have front of house people dress in costume complimentary to the play (see director). Check with the Glesby secretary 4-6 days prior to dinner theatre to post seating arrangements for dinner shows.

Tickets and Posters: 1. Tickets - arranges ticket printing 2. Programs a) Collects information for the program b) Designs the cover c) Gets sponsors d) Arranges for pictures for the program e) Arranges for printing of the program f) Picks up programs and takes them to theatre.

Posters: Arranges for design, printing and delivery to stores/businesses.

Advertising in the program: 1. Advertising schedule should be set up the 3 months prior to the first performance. An advertising committee will go to various businesses to solicit advertising in each production program.

Publicity: 1. For the dinner theatres, contact all previous and new patrons in September with a save the date card for the dinner theatre. 2. Arrange for the distribution of bag stuffers and mailbox stuffers, if necessary. 3. Arranges for inclusion in radio, paper and Portageonline.com, facebook, twitter, as well as our own website. 4. Any other creative way to publicize the play, at no charge, if possible... eg. community service announcements in the paper and on the radio. Or purchase advertising space in the paper and on the radio.