



TEACH TECH THEATRE

Theatre Technician Job Description

Stage Manager:

Reports to: Director and Technical Director.

The Stage Manager is one of the most important jobs in a production. This is the person who ensures that the director remains sane throughout the rehearsal and performance process.

1. Handles all tasks delegated to him/her by the director. May delegate to others on the crew.
2. Works with all the elements of the production to ensure productive communication.
3. Run Production Meetings and take notes.
4. Assists the Director in the conducting of auditions. Helps prepare all needed forms and materials.
5. Keeps a phone directory of the cast.
6. Takes roll at all rehearsals. Keeps rehearsal sheets for each rehearsal. Keeps all written documentation of missed rehearsals.
7. Tapes the stage with the set floor plan. Arranges for rehearsal props as needed. Sets up the stage for rehearsals.
8. Prepares and keeps a Prompt Book with the script and floor plans. Note all script changes and write down all blocking at each rehearsal. Notifies technical crews of any changes.
9. Keeps track of actors during rehearsals. Actors must check in with SM upon arrival.
10. Reads for absent cast members during rehearsals.
11. Prompts actors as needed during rehearsal.
12. Helps prepare cue sheets for Tech Week.
13. Takes and keeps track of fines from late cast and crew.



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14. Take charge of tech and dress rehearsals. Call technical cues during these rehearsals as well as performances. The ASM is in charge of all backstage people. No one is allowed backstage unless they are part of the cast and crew.
15. Makes Call Sheets for tech and performances. Tracks down missing/late personnel.
16. Coordinates performance start times with the House Manager.
17. Keeps headset chatter to a minimum to ensure a professional atmosphere.
18. The SM is the last person to leave the theater after rehearsals and performances and is the first one to arrive.

I understand the job description and agree to follow the guidelines given. I understand that any misuse and/or abuse of this responsibility will result in my removal from this position.

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Prop Head:

Reports to: Technical Director

Hand props are all articles that are handled by an actor; Set props are items pre-set on the stage i.e. furniture and set dressing.

1. Attend all Production meetings.
2. Make lists of all hand props, set dressings and furniture from the script.
3. Locate props for the production. Build or buy props as needed. Stay within the budgetary limits set by the director.
4. Direct the prop running crew in the set-up and change of all props.
5. Provides rehearsal props as needed.
6. Set up prop tables backstage for tech week and performances. Label the tables according to the preset props.
7. Make sure that all props are stored in the prop closet after each rehearsal and performance. Food props are stored in the refrigerator, and not eaten.
8. Only the prop crew and specific actors are to touch the props.
9. The Prop Head is responsible for the storage, care, preparation, and repair of all properties.

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Publicity Head:

Reports to: Director

1. Coordinate all aspects of publicity: programs, flyers, press releases, bulletin notices, banners, and school marquees.
2. Attend Production Meetings.

Programs:

1. Fill out a Program Approval sheet.
2. Have a rough copy to the director at least three weeks before opening.
3. Submit to duplicating at least two weeks before opening.

Flyers:

1. Should be 8 1/2" by 11". Include the following information: Title, Author, Production Dates, Place, Time, Ticket Costs. Make sure the flyer has the logo of the play.
2. Submit to duplicating, Print Ready, at least 1 week before they are to be distributed. Flyers will be distributed two weeks before opening night.
3. Flyers are mailed to the local Junior Highs and High Schools.
4. Flyers are taped throughout the school.
5. Any local distribution to businesses in the area is OK as long as the vendor approves.

Press Releases:

1. Create a snappy statement advertising the play. Include all the information as listed for the flyer.
2. Type out the ad and send it to the community update addresses attached. Do this at least four weeks before opening.



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Bulletin Notices:

1. Using the bulletin notice form, write your press release. Make sure the notice for advanced ticket sales runs the week before tickets go on sale. Keep notices running until closing night.

Large posters:

1. Will include the same information as the flyer. Best seen if hung in the Student Center.
2. Use the Theatre butcher paper and markers.
3. Posters are displayed the week tickets go on sale.

Marquees:

1. Contact the ASB representative in charge of any school marquees. Give the rep. all the information at least one month in advance.

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Costume and Make-up Heads:

Reports to: Technical Director

1. Attend all Production Meetings and Performances.
2. Research of characters, eras, and settings prior to any plots conceived.
3. Make lists of all costume and make-up needs from the script. Meet with Director to determine costuming and make-up needs for the play
4. Create costume and make-up designs for all characters. Create any special make-up effects, especially prosthetics, wigs and beards.
5. Coordinate the acquisition of costumes. Build or buy costumes as necessary. Order any necessary make-up and wig design supplies. Keep within the Budget set by the Director.
6. Assign garment bags to each actor. Costumes are labeled for each actor. Organize dressing rooms.
7. Coordinate Dress Parade and attend Dress Rehearsals.
8. Design all costume changes with running costume crew, especially any quick changes and wireless mic considerations.
9. Appoint "Wardrobe" position with the ability to make immediate repairs, for zippers, buttons, etc. Wardrobe attends all shows.
10. Supervise costume crew and the needs of the actors during dress rehearsals and performances. Assist actors in make-up application through hands-on application and guidance during the dress rehearsals and performances.
11. Make sure dressing rooms are cleaned after each dress rehearsal and performance.



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Light Head:

Reports to: Technical Director

1. Attend all Production Meetings.
2. Make a list of lighting needs from the script.
3. Hang and focus instruments. Record pre-set cues the First Tech as per director and designer vision.
4. Check dimmers at the beginning of each rehearsal and performance. Inform Technical Director of any problems.
5. Run light cues as per Stage Manager's cues during tech and performances.
6. Keep lighting booth clean at all times.
7. No unauthorized personnel allowed in the light booth.
8. Make sure unused gels and lights are put away properly. Organize when needed. Label all new colors with numbers. Gobos kept clean and safe.
9. Keep an running inventory of equipment. Order replacements as needed. Inform Director when lamp stock is low.
10. Keep informed on trade names and equipment. Order information as needed.

Outside Productions: Meet with the director of the event to set up their needs, cues, etc.

Light Head is in charge of all crews with outside productions.

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Sound Head:

Reports to: Technical Director

1. Attend Production meetings.
2. Get sound effects specifics from script.
3. Plan all sound reinforcement needs-- microphones, speakers, etc. Complete mic plot for musicals.
4. Prepare the special effects cues, back-up cues and pre-/post-show music.
5. Set up all mics and speakers.
6. Set sound levels and cues.
7. Set up equipment and check levels at the beginning of each tech rehearsal and performance.
8. Distribute headset units to SM, Lights, Deck Manager and Sound. Collect headsets after every performance.
9. Run sound cues as per SM cues during tech rehearsals and performances.
10. Clean up area and store equipment at the end of each rehearsal and performance.

Outside Performances: Reports to: Light Head

Meet with the event director a week before production. Import audio to computer.

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Set Head:

Reports to: Technical Director

1. Attend all Production Meetings.
2. Make lists of all set needs from the script.
3. Manages all the materials that will be used in the construction of the set.
4. Sees to the safe use of all tools, including safety devices such as goggles, respirators, gloves and ear protectors.
5. Supervises the building of the set and set pieces as needed.
6. Serves as Assistant Technical Director, as needed.
7. Organize and direct set changes during tech rehearsals.
8. Often the Set Head will act as Deck manager for the productions.

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Backstage Manager:

Reports to: Technical Director

1. Attends Production Meetings as needed.
2. Sees to the maintenance of all tools. Notify TD of replacement/repair needs.
3. Sees to the maintenance of the backstage/shop/dressing room areas.
4. Makes sure such areas are safe and efficient work areas. Notify TD of any safety concerns.

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Box Office:

Reports to: Publicity Head and Director.

1. Attend Production Meetings as needed.
2. Prepare and coordinate usage of the cash box with the Finance Office.
3. Sell tickets at lunch in the theatre. Completes ticket sales record each day.
4. Keeps track of actor and crew comp tickets.
5. Handles the organization of season ticket sales.
6. Handles the organization of "Will Call" tickets.
7. Sells tickets at the door the night of the performances.

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House Manager:

Report to: Stage Manager and Director.

1. Supervise and train ushers. Ushers will seat patrons and hand out programs.
2. Know the evacuation plan for the theatre in case of emergency.
3. Organize and coordinate ticket sales at the door.
4. Handle minor patron complaints. Serious complaints are referred to the director.
5. Late patrons will be seated in available seats closest to the door, and allowed to return to their assigned seats after intermission. Patrons will not be allowed in 10 minutes after the production starts.
6. Coordinate and purchase intermission goodies.
7. Assist concession personnel in their set up, sales, and clean-up.
8. Oversee the distribution and collection of Extra-Credit cards.
9. Oversee Theatre clean-up after each performance. All tickets and programs are thrown away.

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Ushers:

Report to: House Manager

1. Ushers will wear appropriate usher uniform: white top, black bottom
2. Direct patrons to their seats. Give a program to each family unit.
3. Communicate to the House Manager any problems.
4. Assist House manager with any last minute details.
5. Supervise audience members during the performance. Notify the House Manager of disruptive persons.
6. During intermission, see that no one goes backstage. Assist House Manager with intermission concessions, as needed.
7. After the performance, clean the theatre.

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Deck Manager

Reports to: Director, Stage Manager

Deck Manager is in charge of the company backstage during tech week and performances.

1. Assist Stage Manager in making sure all the company is signed in.
2. Supervise deck crew pre-show set-up.
3. Be on headset to remain in communication with the booth crew.

Outside groups: Act as go-between for group and crew.

4. After a performance, supervise the crew clean-up.
5. You are one of the last to leave.

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