

# CREATING A PROFESSIONAL TECH PRESENCE ON YOUR CAMPUS

## ALL TECHNICIANS ARE TRAINED IN SAFETY

*Technical Theatre is a place where you could be seriously injured, so having a culture of Safety First is key to be seen as a professional program.*

## ORGANIZE YOUR THEATRE SPACE

*Does your theatre exude Professionalism or Chaos? If you want to be seen as professionals, then you need to have your ducks in a row.*

## JOB DESCRIPTIONS

*What does it mean when you are a Stage Manager? What are the responsibilities of the House Manager? Having a written Responsibility List for each tech position in a production gives clear parameters for the students of what is and is not their jobs. These descriptions should be aligned to what the real-world technical jobs do.*

## CREATE A PROFESSIONAL LOOK FOR YOUR TECHNICIANS

*At bare minimum, all your Technicians should be wearing the industry standard of all black clothing (backstage ninjas!) and House staff in white top/black bottoms. Taking it to the next step could be position name tags (Stage Manager, Light Operator, etc), and having a staff shirt can really solidify that you are a specific entity within the school. Don't underestimate the power of this!*

## PRODUCTION CHECKLISTS

*During shows, each tech position should have a Checklist of their show responsibilities. ALL positions should be checking and out with the Stage Manager each show.*

## TEAM PRODUCTION MEETINGS

*As the rehearsals progress, there should be regular team production meetings so that there are clear lines of communication between different departments (set construction, costumes, props, lights, sound, publicity, stage management). Ideally, these are a mix of student and staff department heads.*