

General List of Positions

(some may not need to be filled depending on the production and circumstances)

- *Assume that the position of “co-” or “assistant” is an option for each position, up to the board to determine based on applicant interest and qualifications as well as the needs of the production.*

Production Team:

Director
Stage Manager
Technical Director
Vocal Director
Choreographer
Pit Director
Set Designer
Lighting Designer
Sound Designer
Costume Designer/Coordinator
Makeup/Hair Designer
Props Master

Crew and Pit:

Set Build Crew
Run Crew
Wardrobe Crew
Pit*

**Board sends out all-calls for crews but the pit is found by the pit director.*

Position Descriptions and Requirements

Director

The Director brings together the script, actors, set, costuming, music, lights and sound to a unified whole under their own theme.

Qualifications:

It is preferred, but not required, that the applicant be a 2nd, 3rd or 4th-year student who has had previous experience in directing.

Duties:

- The Director must effectively collaborate with the designers, production staff and actors

to create a cohesive work in a positive atmosphere.

- They need to effectively communicate with the production staff, actors and MTC Board in an orderly and professional manner.
- They must be prepared for rehearsal, stage blocking, etc.
- Must be willing to oversee the entire casts' rehearsal process and be actively involved with each aspect of the production.
- Offers additional help to cast members who need more help with acting

Stage Manager:

Provides practical and organizational support to the director, actors, designers, stage crew and technicians throughout the production process.

Duties:

- The Stage Manager must be present at all rehearsals *and* show dates.
- Send reports to the staff members to keep the production process flowing. They must keep track of blocking, set changes, props, and stage dressing.
- The stage manager must be able to keep the actors focused on their work as well as attendance of rehearsals.
- During the run, the stage manager runs the show as the director has rehearsed and calls the light and sound cues.

Supporting staff: Assistant Stage Manager, Run Crew

Costume Designer/Coordinator:

The Costume Designer creates a look of each character by designing clothes and accessories the actors wear in performance.

Duties:

- Collaborate with the director
- Come up with the budget for all costumes in the show,
- Either have a knowledge of building/gathering materials for creating costumes, OR have access to appropriate costume options at local schools or businesses.
- Conduct research of the show's history and creative aspects
- Have the costumes fitted and available for actors two weeks before the show so that they can rehearse in them.
- Develop a way to organize costumes after shows, do the actors maintain responsibility or will you have a safe storage location.

Supporting staff: Assistant Costume Designer, Wardrobe Crew

Set Design:

The Set Designer designs the physical surroundings where the action of the play takes place.

Duties:

- Collaborate with the Director to design a reasonable stage setup that is diverse in creative design and applicable to the show. It must be a realizable goal, something that we can afford and build.
- Budget out the cost of set materials. If you cannot find people or do not have the ability to build sets than you should not apply. The board does send out emails seeking set crew but that doesn't guarantee interest, so you should be prepared to help with pulling a set crew together.
- Consider the show's historical background and storyline when designing and make an educated set design that will be workable for scene changes and props that will be used.
- Be time management savvy and consider the amount of time it will take to create the sets and have them usable for dress rehearsals.

Supporting Staff: Technical Director, Carpenters, Run Crew

Lighting Designer:

The Lighting Designer uses light to beautifully support the action on stage as well as the other visual design aspects to the production, creating the "mood" of scenes or emphasize a moment.

Duties:

- The lighting designer must have previous experience dealing with lighting techniques.
- They should have a creative vision and interesting concepts for each scene with collaboration with the director.
- They are responsible for setting up and breaking down lighting and being knowledgeable of safe/creative lighting techniques.
- Budget their design
- Acquire rentals and other lighting instruments needed.

Supporting Staff: Assistant Lighting Designer, Master Electrician, Light Board Operator

Sound Designer:

The Sound Designer plans and provides the sound effects in the play

Duties:

- Budget their design
- Acquire rentals and other sound equipment needed. (amps, mics, etc) - general sound tech for the performances and tech week is provided through our event planning with Commons. For details, please ask the board early in the production process.
- Should know how to complete a sound check and mix live if necessary.
- Acquire sound effects and build sound cues
- Collaborate with the director to achieve design

Supporting Staff: Assistant Sound Designer, Sound Board Operator

Vocal Director:

Duties:

- Comes to all vocal rehearsals prepared to teach/review melodies and harmonies
- Prepares and shares practice materials with the whole cast (examples of options include noteflight, karaokes, recordings of the vocal director singing parts, etc.)
- Leads vocal warm-ups and guides performers in caring for their voices
- Determines which vocal parts are assigned to whom if there is a question on the matter
- Collaborates with the director and pit director to produce a cohesive sound that conveys the directors' collective vision of the show.

Offers additional assistance to cast members with questions/difficulties regarding vocals

Pit Director:

Duties:

- Be able to organize a pit band/ orchestra (complete with all parts necessary to the show in question) in time to rehearse sufficiently prior to the sitzprobe.
- Organize regular rehearsals for the pit, plan and contribute to the arrangement of rehearsals of pit with singers
- Conduct the pit themselves or find a conductor for the show nights well in advance of sitzprobe.
- Be available all tech week and ensure that the band is too so that performances are set to music.
- Be prepared to make changes to keys and cuts in music to suit the show's unique aspects that we as a cast create.
- Acquire seating for the band (discuss arrangements needed at least two weeks in advance of the performances, if not earlier) and make sure you can adapt your conducting to the way the pit will be set up during the show runs.

Props Master

- Reads through the entire script thoroughly more than once to compile a complete list of the necessary props, as well as any extraneous proposed props
- Confers with the rest of the production team, especially the director and stage manager, to check if anything needs to be added to the aforementioned lists
- Create and submit a props budget by the deadline set by the club treasurer
- Compile all props before tech week. Check with production team regarding whether any props are needed for rehearsal. Bring these in as soon as possible
- Maintain the condition of the props before and during the show. Explain to the cast and crew how the props table is being run, remind cast members not to touch each other's props and give any instructions regarding care of any unique props. Ensure that all props are collected and returned to the owner (if borrowed) or to MTC stock (if bought for the club). If a club member wishes to buy a prop brought with MTC money, arrange

this with the board.

Choreographer:

The Choreographer directs the dance or stylized movement in the production, working closely with the director and musical director.

Duties:

- Previous experience preferred.
- As choreographer you must create logical dance breaks.
- Choreograph dances bearing in mind both the average dance ability of the cast and the amount of rehearsal time available for teaching and reviewing dance.
- Collaborate with the director such that movement in the show is cohesive and conveys a collective vision.
- You must keep in mind the set and the scene content for each sequence of dance or movement you create.
- You will be in charge of teaching the cast what you create as far as dance etc.
- Creates practice materials to share with the cast (examples of options include videos of the cast in rehearsal, written short/longhand dance combinations, etc.)
- Offers additional help to cast members who need more help with choreography

Hair and Makeup Designer

Duties:

- Studies the historical and cultural context of the show in order to come up with groups of hair and makeup styles to propose.
- Ensure that styles proposed are cohesive with the director's vision.
- Provide examples to the cast of how to do these styles (i.e. share photos of the different styles, links to videos on how to do them, maybe have an in-person tutorial day)
- Make it clear to the cast what materials they need to create these styles (i.e. bobby pins, hair spray, dye, foundation, blush, makeup wedges, etc.). Tell them to get them on their own or let you and the board know if they cannot afford what they personally need.
- You should not have to do makeup and hair for every single cast member. Ask them to figure out and tell you in advance if they cannot independently put together the look necessary for their character. Arrange helpers in advance amongst the cast, yourself and your crew.

On the above note, it is encouraged that you form a crew if you feel one is necessary to help complete hair and makeup. Please make this decision with time to spare to arrange a hair and makeup crew.

Technical Director

Oversees all technical aspects of the production and reports to Production Manager with any questions, concerns or issues, as they see fit.

Duties:

- Oversee technical aspects of production
- Provide support to all members of the production team
- Be present during all tech, shows, and production meetings
- Lead run crew(if used) for run of show
- In the event that the production manager is absent from tech, shows, or production meetings, the Technical Director will assume the role