



Tahlequah Community Playhouse, Inc.

Job Description

Assistant Director

DUTIES:

- Duties as assigned by director.
- During rehearsals, record all blocking, plus light, sound and set change cues in the prompt book, which is then used to call the show.



Tahlequah Community Playhouse, Inc.

Job Description

Back Stage Crew

DUTIES:

- These people will answer to the stage manager directly.
- Assists stage manager in all areas.
- Assists in load in and set striking.
- Helps with set changes and props.



Tahlequah Community Playhouse, Inc.

Job Description

Hair and Makeup

DUTIES:

The hair and makeup artist(s) are usually recruited early in the design phases.

- Responsible for making sure the necessary makeup is on hand before tech rehearsals begin.
- Attends all tech, dress rehearsals and performances.
- Maintain reasonable hygienic conditions
- Coordinates with the design team to maintain creative integrity of show.
- Hair artist is responsible for wigs, hair pieces, etc.



Tahlequah Community Playhouse, Inc.

Job Description

House Crew

DUTIES:

The House Crew will answer to Box Office.

Responsibilities include:

- Table decorations including centerpieces if assigned
- Setup and cleanup of tables after each performance
- Assist the caterer in maintaining food service flow (beverage service; water, tea, wine, etc)



Tahlequah Community Playhouse, Inc.

Job Description

Choreographer

DUTIES:

Job Description: Choreographer

- Attend pre-production meetings; be aware of what is wanted early on
- Be present for auditions
- Be ready to teach/work out ideas during rehearsal
- Prepare movements prior to rehearsal.



Tahlequah Community Playhouse, Inc.

Job Description

Director/Co-Director

DUTIES:

The director is the artistic and inspirational motivation of the production team. The director coordinates the work of the actors, designers and crew so the production concept is accurately expressed. The director works closely with the actors and crews to bring the production concept to reality.

- A director must have leadership skills and be able to work well with volunteers. It is suggested that first time directors assist a more experienced director.
- Recruit and assign production and design team.
- Work closely with the production and design team – meet with the set, costume, lighting and sound designers. The flow of ideas during this/these meetings help to further refine the directors' vision of the production as a whole.
- Have the vision, energy and ability to focus everyone's efforts to a common goal.
- Interpret the script
- Cast the production
- Collaborate with designers
- Plan and schedule the rehearsals
- Coordinate the work of the actors, designers and crews so that the show accurately expresses the production concept. Guide the actors in their work during rehearsals to develop their roles consistent with the production concept.
- Study the characters in the script – gather information about the physical and psychological traits of the characters.
- Invited to attend Tahlequah Community Playhouse Board of Directors Meetings to submit play reports-*these could also be submitted by the Stage Manager.*
- Once the show opens the director's job is basically done. It is the stage managers job to make sure the show runs as the director intended until the production closes.



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Job Description

Music Director

DUTIES:

The Music Director will work with the director to set the tone of the show. The music director works with the director, choreographer and others as needed to incorporate the music element into the musical.

The music director should have the following skills:

- Background in music, preferably choral experience
- Proficient pianist preferred

Responsibilities include, but are not limited to:

- Collaborate with director during the audition process
- Coordinate CLOSELY with Production Coordinator and Director as to scheduling of choral rehearsals
- Direct all performances; including, dress rehearsals and other scheduled rehearsals during Tech Week
- Teach all choral parts
- Provide practice media (CD, etc.) for primary parts
- Assemble orchestra/band
- Available to work with ensemble numbers of the lead roles outside of larger rehearsal
- Keep up with all full music scores (books) and orchestra/band members (instrumental parts)
- Provide chairs, music stands, electrical outlets, extension cords, etc as needed for the orchestra/band as needed



Tahlequah Community Playhouse, Inc.

Job Description

Assistant Stage Manager

DUTIES:

Assists the stage manager during the rehearsal process as necessary recording blocking, light, sound and set changes.

- Is stationed just offstage to facilitate communication between the stage manager and the actors
- Often helps with set changes, quick wardrobe changes offstage
- Preparing the stage for performances



Tahlequah Community Playhouse, Inc.

Job Description

Properties

DUTIES:

The properties master/mistress with the help of the properties crew constructs or acquires all the props used in a production.

- The properties person designs, constructs or otherwise acquires all the props used in a production
- Works under the artistic supervision of the director
- Create a properties plot for the production



Tahlequah Community Playhouse, Inc.

Job Description

Season Manager

DUTIES:

The season manager coordinates activities associated with a multi show season. This important position has the responsibility of budgeting, scheduling and coordinating the various production departments. Each production within Tahlequah Community Playhouse's (TCP's) season requires its own logistical structure to take it from concept to stage. The season manager is ultimately responsible for ensuring that all aspects of each production are completed within budget, according to the designer's and the director's wishes and in time for the first public performance. This position will answer to the Board of Directors.

Responsibilities include any or all of the following;

- Secure the rights to present the play
- Name the Director for each production.
- Budgeting
- Deciding date, time and venue for each show
- Maintain a master calendar containing all pertinent information regarding all shows for that season, including auditions, rehearsals, design and construction deadlines, tech and dress rehearsals and performances.
- Production meetings as needed
- Setting the rehearsal, construction, painting and performance venues for each show
- Financial accounting of the shows expenses and revenues, present reports to the treasurer
- Establish and maintain a list of volunteers and what areas they are willing to help with.
- Maintain inventory of all property, including location.

Each production requires its own logistical structure to take it from concept to stage. The typical time needed to bring a play from concept to performance is thirteen (13) weeks. Production schedules for some shows will overlap.



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Job Description

Set Designer

DUTIES:

Designs or adapts a design for a show based on production concept and stage/ backstage limitations/ accommodations. The set should; suggest the style and tone of the production create mood and atmosphere, give clues to time and location. All things onstage are set props and need to be part of the set design.

- The set designer should have basic drafting and construction skills.
- Meets with director and rest of production team to discuss details of the set and the director's interpretation of the play, design play space that reflects production concept
- Set, costume, light and sound designers meet and work together to create and maintain and unified look and feel to the production
- Create a set design that is compatible with the performance venue
- It is desirable to have the set completed prior to Load In.
- Once the show opens the designer's job is basically done. It is the job of the stage manager and backstage crew to ensure every aspect of the production is carried out as the director and designers intended until the production closes.

No experience is necessary when it comes time to build sets or hang lights as these jobs come with on the job training. Actors usually serve in these roles when not in rehearsals.



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Job Description

Stage Manager

DUTIES:

The stage manager handles the administrative details and assists the director(s) during the rehearsal process and is responsible for all backstage activity after a show opens. This position answers to the director(s).

It is recommended that someone who has been an assistant stage manager before be placed in this position.

The stage manager is responsible for the majority of the administrative details including;

- Communicating the director's wishes to designers and crafts (props) people. Attend production meeting with or at the discretion of the director.
- Coordinating the work of the stage crew
- Calling cues; actors entrances during performances
- Overseeing the entire show each time it is performed
- Work with director to determine the scheduling of all rehearsals, make sure everyone involved is notified of rehearsal times, meetings, costume, wig and makeup fittings, and coaching sessions.
- During the rehearsal phase, mark out the set on the floor of the rehearsal space in accordance with any contract or other agreement with the rehearsal venue.
- Make sure rehearsal props and furnishings are available for actors, as well as tables and chairs for the director(s) and other production personnel, in coordination with Properties.
- Recommended to attend all rehearsals.
- Keep information flowing between the director, designers, and tech people.
- Inform the appropriate artistic or technical coordinators of necessary modifications required to accommodate stage business.
- During rehearsals, record all blocking, plus light, sound and set change cues in the prompt book, which is then used to call the show.
- Calls the show during tech rehearsals and all performances
- Develops an efficient plan for the back stage crew to follow during set and prop changes
- Recruits and oversees the stage crew in the shifting of scenic elements during performances and tech rehearsals

As the show moves into technical rehearsals the primary focus of the stage manager shifts from administrative support to technical coordinator of all production activity. The director(s) and designers determine the nature and timing of the cues, but the stage manager is responsible for making sure they happen on cue. The director(s) and designers may still discuss conceptual issues, but will convey information specific to related cues directly to the stage manager.

The stage manager calls the show from the prompt book.

Date Amended: 06/01/16



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Job Description

Costumer

DUTIES:

Costume designers create the look of each character by designing clothes and accessories the actors will wear in performance. Costumes may be made, bought, revamped out of existing stock or rented. Their designs need to faithfully reflect the personalities of the characters in the script.

- Costume designs also need to include any accessories such as canes, hats, gloves, shoes, jewelry or masks. These costume accessories add a great deal of visual interest and are often the items that truly distinguish one character from another.
- It is the costume designer's responsibility to draw up the costume plot. The costume plot is a list or chart that shows which characters appear in each scene, what they are wearing and their overall movement throughout the play. This helps track the specific costume needs of every character. It can also identify any potential costume challenges, such as very quick changes between scenes.
- The costumer will see that all costuming is returned to its owner or the costume shed.
- Works with director and design team to ensure consistency with the director's interpretation of the characters.



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Job Description

Lighting Designer

DUTIES:

Lighting designers are encouraged attend rehearsals to get a feel for the lighting cues and to plan how to light the actors as they move from place to place on stage. When the blocking is set, the lighting designer can start to work out which lighting instruments will be used and where each one will be located.

- An instrument schedule: a chart that lists each lighting instrument separately along with the details of its type, wattage, purpose, filter color, the dimmer it will be plugged into and the circuit that will control it
- The lighting designer will attend pre-production meeting with the director and the design team (set, costume, lighting and sound designers), as necessary to discuss the details of the set and the director's interpretation of the play. The set, costume and lighting designers work together to ensure the creation of a unified look and feel for the production.
- The plan for the set may influence the placement and direction of the necessary lighting instruments.
- Notes ALL light cues per designer and director on script. To be CLOSELY followed during performances.



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Job Description

Sound Designer

DUTIES:

- The sound designer plans and provides the sound effects in the play.
- As in all other aspects of design, preproduction meetings with the director and the design team are essential to get a clear understanding of the production concept.
- The designer creates unique effects or music required by the production of the play.
- Sound and music cues are often dependent on the precise timing of the onstage action and can only be set after the play's blocking has been determined.
- Once the show opens, the designer's work is essentially complete. Now it's normally the job of the stage manager and sound crew to make sure that every aspect of the production runs just as the designer intended, time after time, until the production closes.
- May also be responsible for music during preshow and intermission.