

Producer

The producer is responsible for all tasks involved in the physical realization of the production on stage (as opposed to the "artistic" element under the control of the Director). These duties include but are not limited to...

- Consult with Production Heads in order to prepare a budget to be approved by the Board at least 1 month prior to auditions.
- Draw up contracts for the Director, Musical Director and Pianist.
- Provide and review job descriptions with Production Heads and contact the Studio Manager for keys and security instructions for the building.
- Arrange meetings with the Production Heads and Board liaison on a regular basis throughout the production to ensure continuity between the Production Team and the Director.
- Arrange auditions (In auditions should be Director, Musical Director, Artistic Director, Producer does not 'need' to be in audition room but should be present meeting potential cast members)
- Contact people who auditioned regarding cast/not cast
- Discuss with director/musical director regarding rehearsal schedule
- Ensure cast and crew understand that they are required to become HTI members.
- Provide the Membership Chair with a cast list and rehearsal schedule to help facilitate this function.
- The Producer is responsible for all spending. Only the Producer can request money from the Treasurer on behalf of the Production Team, and all invoices/bills must be initialled by the Producer in order to be reimbursed.
- The Producer, along with the Stage Manager, is responsible for settling all differences between Cast, Production Team and Director. The liaison (2nd Vice) should be consulted for any major issues which may require clarification from the Board of Directors.
- 'Hire' all crew members and Production Heads along with SM (director & board may have input and ideas)
- Prepare contact lists and scripts for all cast and crew before first musical rehearsal
- Open and close building for rehearsals
- Help where needed during rehearsals
- Arrange opening and closing party (first Saturday, last Saturday)
- Arrange to have the show video taped and the cast and crew picture taken.
- Be a listening ear for any problems arising and inform 2nd Vice Chair/Board for help as needed.
- Be a liaison between Director/Musical Director and Board
- Tracks all finances, follows the budget. This person is responsible for staging the show within the agreed budget. If necessary to spend in excess of the approved budget, such expenditures must be approved by the Board.
- Confers with director EARLY regarding acquisition of personnel, beginnings of set design, costumes, etc.
- Confers with the stage manager EARLY regarding generation of prop, costume and sound effect plots, and makes sure the various people are on it.
- Once set design and costume designs have been approved, producer makes sure they're staying on schedule.
- Is responsible, with stage manager, for making sure strike and clean up occurs, and that everything is put away!

- You are responsible for the legal minors in your cast and crew. This is a very serious responsibility, and unfortunately, it's yours and the stage managers.
- Calls and presides over regular production meetings (full-scale or specific) in consultation with the Director.
- One of the Producers' most important jobs is to promote Company spirit.
- Meets with the director, assembles program, gets it to the layout person and then to the printer.
- Supplies box office with an official comps list.
- Makes sure all advertising is done

Area's of responsibility - do or assign

- × All personnel and designs
- × Tickets
- × Programs
- × Posters
- × Ushers
- × Lobby decorations
- × Concession
- × Strike

- After closing, ensure that the Production Team have properly returned and stored all sets, props, costumes, etc.
- Obtain expense reports from the Production Heads within 1 week of closing.
- Reconcile the income and expenses with the Treasurer 3 to 4 weeks after closing.
- Production Heads
 - x Stage Manager Script Assistant
 - x Costume Designer Costume Supervisor
 - x Wardrobe Supervisor Properties
 - x Set Designer Master Carpenter
 - x Lighting Designer
 - x Hair/Make-up
 - x Sound Technician
 - x Musical Director
 - x Vocal Director
 - x Rehearsal Pianist