

Stage Director

The Director's job is to provide a framework of planning, organization, interpretation and guidance. He/she is a schedule maker, a creative thinker, an interpreter of text - a guide who knows which direction to take. The Director has a vision which is realized in a sense of purpose and structure.

The Director is responsible for the entire stage production. It represents the considered directoral choice. Though part of a collaborative team of production, technical and acting personnel who give input, help modify, even transform the initial concept, everything on stage has the Director's stamp of approval.

- Creates an overall vision for the Production including ideas for costumes, set, lighting, sound, etc.
- Work with Musical Director and Producer to arrange audition times
- Be present for auditions with Musical Director, Artistic Director and Producer. (Choreographer as well if dance call)
- Inform Producer regarding who is cast or not cast
- Work with Musical Director, Stage Manager and Producer to arrange rehearsal schedule
- Work with Producer & SM regarding crew. (Producer has final say, but you may give suggestions)
- Be present for all rehearsals
- Work with Stage Manager for staging notes and directions
- Work with props to ensure all props are appropriate
- Work with lighting designer before tech week regarding any special effects.
- Work with sound designer before tech week regarding any sound effects.
- Work with Set Designer ASAP to ensure there is enough time for the set to be built and painted.
- Work with Producer for any problems or issues arise - If needed Artistic Director is your contact with the board if Producer is unavailable.

"In rehearsal the Director is both sounding board and a creative organizer of creative guidance and ideas. The mystery of being a good Director is the rapport between actor and Director; knowing when to help or to leave free, when to take control, when to let go."

Musical Director

- Creates an overall musical vision for the show; makes all decisions as to the soundscape and ensures it meshes with the Stage Director's vision
- Work with Director and Producer to arrange audition times
- Be present for auditions with Director, Artistic Director and Producer. (If accompanist is needed inform Producer)
- Work with Director and Producer to arrange rehearsal schedule
- Be present for all rehearsals
- Teach vocals and harmonies to cast within the rehearsal process
- Work with Producer for any problems or issues arise
- If needed 2nd Vice Chair of the Boars is your contact with the board if Producer is unavailable.
- Ask Producer for band budget, if you can't stay in budget you must inform Producer ASAP\
- Hire Band and rehearse with Band
- Can be split into two roles:
 - Music Director: responsible to hiring and conducting the band and performing all shows
 - Vocal Director: responsible for teaching all vocals and being present at all rehearsals

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

Stage Manager

- Checks with producer well before auditions to make sure scripts have been ordered
- Keeps names, phone numbers, time problems, etc, of all actors and crew.
- Be present for all rehearsals
- Attends to all the physical requirements of rehearsal - scripts, coffee, taping floor, pencils, rehearsal props and furniture, cleaning up.
- Be in contact with ASM's and Props regarding needs during show run
- Work with Director for all staging notes including blocking, scene diagrams, set changes lighting cues, etc.
- Make notes of all entrances and exits and props during rehearsals
- Work with props to ensure props are ready on time
- Makes sure rehearsal props are provided, and proper hand props are being acquired.
- Work with lighting designer during tech week for all lighting cues
- Work with sound designer during tech week for all sound cues
- Run show once rehearsals are complete
- Make suggestions to producer regarding other crew members (producer/board has final call)
- Discuss any problems or questions with producer
- If needed 2nd Vice Chair is your contact with the board if Producer is unavailable
- With the producer, calls production meetings as necessary.
- Deals with any personality problems, or any other actor problems.
- Sets, explains and enforces Company rules.
- Ensures comfort of cast and crew
- Ensures all aspects of production running smoothly.
- For tech week, adds lighting and sound cues to the book.
- In tech week, S.M. takes total control of the show, including starting times, preshow music, FOH, cast and all crew, even those acquired by the producer.
- You are responsible for the legal minors in your cast and crew.
- Arrives or has A.S.M. arrive before actors makeup call, supplies and makes coffee/tea and whatever else is needed, sweeps stage and wings, ensures sets and props are ready and cast/crews valuables are protected.
- S.M. "calls" the show
- Deals with any emergency in a CALM manner.
- Ensures sets and props are properly stored away after the performance.
- Oversees set changes, props placements, etc.
- Gives the actors any notes he/she, or the director, feels are needed.
- In a long running show, ensures the show stays as directed.

Costume Designer

- Ability to sew is essential.
- Also desirable is the ability to design clothes with or without a pattern; to copy from pictures when necessary.
- A creative imagination is needed for seeing new possibilities in a piece of material or an old garment.
- Knowledge of the history of styles and fabric is helpful, as well as having a good sense of colour coordination.
- Be ready to spend money where necessary but also to save money where possible.
- Read the script, know the story and characters THOROUGHLY. Know setting, time of year, of day, weather, etc FOR EACH SCENE. Know each character's personality, nationality, social status, education, profession or job, as much as is possible to understand from the script.
- Read script again marking all places which refer to costumes and accessories. Again, mark all places (in a different colour) which refer to mood and emotions, both in general and of the moment.
- Discuss with the director your ideas regarding the above. Director may have different ideas than yours. Remember he or she has the final say in how the character is to be presented, and unless you know there is a distinct anachronism, you should accede to the director's wishes.
- Make a costume plan. This is not always necessary if the play has a small cast and not many costume changes. In a play with a large cast or several changes it is VITAL.
- This plan lists ALL PARTS of EVERY COSTUME worn by EVERY ACTOR in EVERY SCENE of the play. It helps you to know when your costumes are complete, and helps the actors know when they have to change, relieving them of considerable worry.
- After making plan, check again with director for changes, and with set designer regarding colours.
- As soon as the play is cast, take complete measurements of each actor. This may be done at a first reading if the director agrees, and if it can be done without interrupting the reading. Otherwise it must be arranged at a time suitable for each actor. It is helpful to have an assistant for this process, especially if it is a large cast.
- Keeping in mind the date when all costumes must be finished, you and your assistant can now start buying and making necessary clothes.
- You will have been given a budget - don't overspend. Keep all bills, to be given to the producer
- Arrange fitting times with individual actors (that do not infringe on rehearsal time) and make adjustments when necessary.
- Have all costumes complete by pre-arranged date ie. Costume parade.
- With director arrange a costume parade at least 3 weeks prior to tech week
- Ensure all costumes completed by the Sunday of tech week
- Be available week of tech week to alter/fix costumes as required
- Between weeks of the run, launder & iron/steam pieces that require it
- After the run of the show, launder all costumes and ensure returned to costume room, rental place, etc.