

Artistic and Crew Job Descriptions

67th Season | 2025-2026



Backstage ASM

Overview

The Backstage Assistant Stage Manager (ASM) supports the Stage Manager in ensuring backstage operations run smoothly during rehearsals and performances. They are a key liaison between the cast, crew, and production team, helping to maintain order, safety, and timing backstage.

Key Duties and Responsibilities

- Assist with setup and cleanup of rehearsal and performance spaces
- Manage props and assist with set changes during performances
- Ensure performers are in place for entrances
- Communicate with the Stage Manager via headset during shows
- Help maintain a safe and organized backstage environment
- Other duties as necessary

Spotlight Operator

Overview

The Spotlight Operator controls a follow spot during performances to highlight featured performers and enhance the visual focus onstage. They work closely with the Lighting Designer and Stage Manager to ensure accurate timing and cue execution.

Key Duties and Responsibilities

- Operate a follow spot during required rehearsals and performances
- Follow cue sheets and instructions from the Stage Manager
- Adjust beam size, color gels, and positioning as needed
- Maintain the spotlight equipment and report any issues
- Attend technical rehearsals to learn and refine cues
- Other duties as necessary

Sound Operator

Overview

The Sound Operator manages all aspects of live audio during a production, ensuring that dialogue, music, and sound effects are delivered clearly and effectively. They work closely with the Sound Designer and Stage Manager to execute cues with precision.

Key Duties and Responsibilities

- Operate the soundboard during required rehearsals and performances
- Monitor and adjust microphone levels, band levels, and audio playback
- Execute sound cues as called by the Stage Manager
- Troubleshoot and report audio equipment issues
- Attend tech rehearsals and run-throughs to practice cues
- Other duties as necessary

Set Construction Crew

Overview

Set Construction Crew Members help build and assemble the physical set pieces used in the production. Under the direction of the Scenic and Props Designer or Head of Set Construction, they contribute to creating a safe and functional stage environment.

Key Duties and Responsibilities

- Assist with measuring, cutting, assembling, and painting set pieces
- Follow safety protocols when using tools and materials
- Help transport and install set elements at the theatre
- Participate in set strikes and load-outs post-production
- Collaborate with other crew members to meet design deadlines
- Other duties as necessary

Hair and Makeup Team

Overview

Hair & Makeup Team Members are responsible for helping actors achieve their character's appearance through appropriate styling and makeup. They support consistency, period accuracy, and quick changes when necessary.

Key Duties and Responsibilities

- Apply stage makeup and assist with hairstyling for performers
- Follow character-specific design plans created by the Designer or Director
- Assist with quick changes and touch-ups during performances
- Maintain cleanliness of tools and workstations
- Attend dress rehearsals to finalize looks and practice timing
- Other duties as necessary