Student Handbook

THEATRE

**Primary Backstage Personnel**

The following is a list of the primary backstage personnel with major responsibilities for a production. These are the “workers” who get the job done. For this reason, Designers, Directors, etc. have been eliminated from this presentation. The following duties and responsibilities are:

**Stage Manager**

**Properties Master**

**Master Electrician**

**Master Carpenter**

**Sound Board Operator**

**Stage Manager**

**Duties and Responsibilities**

1. Assists the director during auditions and rehearsals.
2. Is responsible for the backstage running of the show once it opens.
3. Enforces AEA (Actor’s Equity Association) rules, both in regard to the Actors and the director.
4. Takes care of administrative detail.
   1. Makes sure that the ground plan of the set is taped on the floor of the rehearsal hall.
   2. Sees that rehearsal furniture and props are pulled and available.
   3. Keeps the prompt book with all blocking and stage business noted.
   4. Attends and runs all rehearsals.
   5. Distributes information to all departments coordinating any and all special needs or problems caused by blocking or stage business etc.
   6. Calls for production meetings if such have not been scheduled by the director.
   7. Maintains the cue book (this may be the prompt book as well) listing all sound, lighting, set change, and special effects cues.
   8. Calls **all** cues during the show, including sound, lighting, special effects, and set changes.
   9. Checks the sign-in sheets to see that all crew chiefs and all actors have arrived backstage and on time.
   10. Files reports after each rehearsal and performance detailing any problems or errors which occurred during the performance and distributes the same to all crew chiefs, the director, designers and shop managers.
   11. Maintains an ‘Audience Response Form’ (optional).
   12. Assigns staff to maintain the green room and the dressing rooms in a clean and orderly manner.
   13. Assigns staff to sweep and damp mop the stage before **every** performance.
   14. Maintains a fire extinguisher and first aid kit on hand at the Stage Manager’s station.
   15. Be trained in first aid or if not know who on the crew is in case of an emergency.
   16. Know the procedures for reporting and handling an emergency both within house and of a greater emergency that effects the patrons of the theatre.
   17. Keeps a running time log by act in order to be able to tell if the play is beginning to drag.
   18. Maintains the contact information in case an actor or crew member does not show up on time that they can be reached.
   19. Maintains a log concerning if the actors are traveling or leaving town on a dark night and making sure that they have returned in time for the next rehearsal or performance.
   20. Maintains, and revises at the director’s request, the published rehearsal schedule.
   21. The Stage Manager will check his or her personal clear-com headset to make sure that it is functioning properly.
5. The Stage Manager is responsible for maintaining the quality of the production once it has been turned over to the running crew and the director is gone.
6. If need be, the Stage Manager can call extra acting or technical rehearsals in order to maintain this quality.
7. Once the production is turned over to the running crew, the Stage Manager is responsible for the **Production**. Directors, producers, etc cannot come backstage during the performance to give notes, make changes, or confer with the actors and crew, until the performance is over.

At this point, the Stage Manager is **legally** responsible for the production until the curtain comes down.

**Prop Master**

**Duties and Responsibilities**

1. Reads and makes a props list from the script.
2. Is responsible for supervising the props crew both before the show and after the show has opened..
3. Coordinates with the Scenic Designer to provide the set dressing elements required by the set design. These include but are not limited to:
   1. All furniture on the set.
   2. All accessories to the set furniture.
      1. Pillows for couches and chairs.
      2. Pictures on the walls.
      3. All lamps and light fixtures.
      4. All items for side or coffee tables.
      5. All items for or on bookshelves, cabinets, mantles, sideboards, etc.
      6. All rugs and carpet.
      7. All mirrors, unless built in as a part of the set.
      8. All pictures, both wall mounted and free standing.
      9. All appliances and/or machinery.
      10. All draperies with rods and hanging devices.
      11. All bed and bath linens.
      12. Telephones.
      13. Computers.
      14. Coverlets, doilies, etc.
      15. All miscellaneous clutter placed about the set to make it look “lived in and used”
4. Coordinate with the Director and the Stage Manager to provide all “hand props” needed for the production.
5. Coordinate with the Director and the Stage Manager to provide all rehearsal props that are need, including both set and hand props.
6. Coordinates with the Stage Manager and the Actors to establish a props table or props tables for the running of the show.
7. Creates and maintains a props check list, to be checked before every performance.
8. Assigns duties to the props running crew during tech and dress rehearsals and during performances.
9. Maintains a sign-in sheet for all props crew for performances.
10. Finds, borrows, buys, or rents, all hand and set props. These duties may be assigned to someone in the props building crew.
11. Sees to the return or storage of all props after the production has closed.
12. Sees to the upkeep and repair of all props during the run of the show. The actual duty or repair may be assigned to a member or members of the crew.
13. Sees to the building of any extraordinary props that cannot be purchased, rented, or borrowed.
14. Is responsible for the maintenance of the cleanliness of the set.
15. Is responsible for any and all items of food or drink to be used onstage.
16. Is responsible for sanitary maintenance of all props that deal with food or drink.
17. Reports to the theatre a **minimum** of one and one half hours before curtain time in order to perform the pre-show check of props and set.
18. Reports to the Stage Manager when the pre-show check is complete. The pre-show check should be completed a **minimum** of one hour before time for the curtain. This allows time for problems to be solved if they occur.
19. Reports any and all problems with the props **immediately** to the Stage Manager and also informs him/her when the problem has been resolved.
20. May assign a props crew person to be present during rehearsals in order to take notes and help with rehearsal props.
21. Is responsible for any props clean-up or changes between acts.
22. Maintains an inventory of available props and set dressing that is in storage.
23. Maintains the props and set dressing storage in an organized manner.
24. May be responsible for the maintenance of a “petty cash” log used for minor purchases of props materials.
25. May be responsible for budgeting the cost of props for the production.

# Master Electrican and Lighting Crew

## Duties and Responsibilities

1. Hang all lighting instruments used in the production as per the lighting plot provided by the lighting designer.
2. Gel all lighting instruments as per the lighting plot provided by the lighting designer.
3. Route all instruments by channel and dimmer as per the lighting plot provided by the lighting designer.
4. Focus all lighting instruments under the direction of the lighting designer.
5. Enter all cues into dimmer board as directed the lighting cue sheets provided by the lighting designer or under his or her direct supervision.
6. Hang, place, and wire all stage practicals as directed by the lighting designer, to include but not limited to:
   1. Wall sconces
   2. Chandeliers
   3. Lamps
   4. TV’s
   5. Radios,
   6. Computers
   7. Fans
   8. Stereo systems
7. Checks and maintains all lighting instruments for safety and reliability.
8. Checks and maintains all power cables for safety and reliability.
9. Maintains safe and neat storage of all instruments and other equipment when not in use.
10. Maintains an inventory of lamps for all instruments.
11. Works with the Technical Director and the Master Carpenter to coordinate work on stage for the benefit of all.
12. Performs light check during the run of a show one and one half hours before curtain time and one hour before the house is to open.
13. Notifies the Stage Manager upon completion of the pre-show light check.
14. Notifies the Stage Manager **immediately** if there are any problems at light check
15. Fixes any problems and notifies Stage Manager upon completion.
16. Notifies Stage Manager of any problems with lighting during the performance so that it might be noted on the Stage Manager’s Production Report.
17. Runs light board during the performance.
18. Rigs and wires any special effects that need electricity including but not limited to:
    1. Flash pots
    2. Smoke/Fog machines
    3. Pyrotechnics (Loading by the TD or his representative **only**)
    4. Neon Lights (ie signs)
    5. Motors and motorized equipment
19. Is responsible for striking all practicals **before** set crew begins to strike the set. (all lamps etc. to be turned over to props for storage)
20. Is responsible for the striking and storage of all lighting instruments and cables not left hanging when the production ends.
21. Is responsible for striking and storage of all special effects that deal with electricity (see previous list)
22. Is responsible for rigging backstage work lights for performance and gelling the same.
23. Is responsible for rigging any backstage work lights needed for building or striking the set (i.e. stand lights)

**Master Carpenter and Set Crew**

# Duties and Responsibilities

1. Tape out the set on rehearsal space floor before rehearsals for the play begin.
2. Leg up all platforming and risers for the stage area.
3. Lay out all soft, hard, or movie flats and other scenic units.
4. Build all flats and scenic units.
5. Erect all flats and scenic units onstage.
6. Coordinates with the Technical Director and the Stage Manager so that construction onstage does not interfere with rehearsals or performances.
7. The Master Carpenter assigns set building crew to specific tasks, and supervises the same, to include but not limited to:
   1. Loading, unloading, moving, or storing materials.
   2. Loading, unloading, moving, or storing set scenic pieces.
   3. Cleaning up stage or backstage.
   4. Cleaning up in the shop.
   5. Hanging, re-hanging, moving, or repairing all drapes, teasers, tormentors, cycs, sky drops, pipe and board battens, travelers, grand drapes, and asbestos curtains.
   6. Building specialized pieces of built in furniture such as window seats and bookcases or cabinetry.
   7. Mounting of all hardware such as, but not limited to:
      1. Door hardware, hinges closures, locks, pass sets and catches.
      2. Cabinet hardware.
      3. Window hardware.
      4. All hardware for flats such as lash cleats, slip pin hinges, shoe irons, etc.
      5. Casters, including air casters.
      6. Tracks and trolleys.
      7. All hardware needed for turntables.
      8. All utility hardware for safety and security purposes.
   8. Repair, maintainence, or seeing to the repair of all shop tools. Tools that are unsafe should be taken out of use.
   9. Maintaining an inventory of all shop tools, and their conditions.
   10. Periodically service all tools, to include but not limited to:
       1. Cleaning and oiling all pneumatic tools.
       2. Draining compressors of built up moisture.
       3. Safety checks on power tool and check for need of adjustment.
       4. Checking pneumatic hoses for leaks or weak spots.
       5. Changing dull saw blades.
       6. Keeping extra batteries for battery powered tools at full charge.
       7. Checking all hand tools for safety (i.e. loose hammer heads etc.)
       8. Checking all ropes and safety harnesses for worn spots or cuts.
       9. Dumping the sawdust from the collection system.
   11. Keeping the tool closet clean and organized.
   12. Maintaining an inventory of available material for construction.
   13. Maintaining an inventory of available hardware for rigging or construction.
   14. Maintaining an inventory of nails, screws, bolts and any other fasteners.
   15. Maintaining an inventory of all blocks and tackle material.
   16. Maintaining an inventory of all construction materials.
8. Works with the Technical Director to maintain a set of as built drawings for the set.
9. Overseeing the rigging of any scenic units that are to be flown.
10. Overseeing any set changes that must be made during the performance, during scene breaks, or between acts.
11. Does an inspection of the entire set one and one half hours before curtain to check on any structural or working problems,(ie door will not close properly)
12. Notifies Stage Manager **immediately** of any problems.
13. Fixes or oversees the fixing of the same problems.
14. Notifies Stage Manager when the problem is fixed, always before the house opens for the audience.
15. Works with the Technical Director to produce any patterns or pattern pieces needed for the construction of the set.
16. Makes cut lists for various projects needed to build the set.
17. Is responsible for striking the set, disposing of waste materials, salvaging materials and scenic units that can be salvaged and storing of the same.
18. Assigns work crews for the scenic portion of strike.
19. Coordinates with the Technical Director, Scenic Designer, and Scenic Painter to provide all set pieces in a timely manner to the painters for finishing.

# Sound Board Operator and Crew

**Duties and Responsibilities**

1. Consults with the director about the requirements for pre-show, after show, and intermission music, if any.
2. Pre-records the same.
3. Consults with the director on any sound effects for the show and pre-records the same.
4. Puts all sound cues in a workable medium (ie this usually means burn to a CD)
5. Rigs all microphones including but not limited to:
   1. Shotgun mikes
   2. Area flat mikes
   3. Area hanging mikes
   4. Microphones on stands for speakers
   5. Body microphones
   6. Madonna microphones
6. Rigs and cables any and all monitors needed for the production.
7. Arrives one and one half hours before curtain (one hour before the house opens), turns on the sound system to warm up and performs a complete sound check, including a cue to cue.
8. Notifies the Stage Manager **immediately** if there are any problems.
9. Fixes these problems, if any.
10. Notifies the Stage Manager upon completion of fixing any problems.
11. Notifies the Stage Manager of any and all problems encountered during the performance with the sound system so that they may be included in the Stage Manager’s Performance Report.
12. Starts pre-show music (if any) when the house is opened, at the cue of the Stage Manager.
13. After the Half Hour call, is to be on station at the sound board.
14. Maintains an inventory of all equipment and the condition of the same to include, but not limited to:
    1. Amps
    2. Control boards and panels
    3. Patch bays
    4. Microphones
    5. Monitors
    6. Cables
    7. Connectors
    8. Tools for repair of the sound system
    9. Monitor headsets
    10. Clear-Com equipment (all inclusive, cables, headsets, main panel, belt packs etc.)
    11. Patch cables
15. Turns on and performs the pre-show check of the Clear-Com communication system one and one half hours before curtain time.
16. Notifies Stage Manager **immediately** if there are any problems with the system.
17. Fixes the same.
18. Maintains an inventory of batteries and condoms for the wireless body microphones.
19. Maintains extra (spare) microphones and other equipment for emergency use during the production. (i.e. an extra body mike already on line in case one of the ones in use shorts out)
20. Strikes all microphones, cables, monitors etc. and stores the same at the end of the show.
21. Coordinates with the Technical Director, Master Electrician, and Master Carpenter to expedite work to the mutual benefit of all.