

Staff Responsibilities Outline

Note: Position responsibilities are subject to change

Director

- Organize and run blocking rehearsals in an efficient manner
- Communicate with the other members of the production staff about scheduling, goals, vision, and other show related business as often as necessary
- Work closely with choreographer & vocal director
- Fulfill role of dramaturg in productions that require significant historical or social context
- Attend weekly staff meetings
- Prior to initial auditions, work with Orchestra Director, Choreographer, and Vocal Director to create the audition packet that will be distributed to auditionees for initial auditions
- Prior to callbacks, work with Orchestra Director, Choreographer, and Vocal Director to create the audition packet that will be distributed to auditionees for callbacks

Choreographer / Movement Director:

- Choreograph the actors' movements during musical numbers (in coordination with Director, Orchestra Director, and Vocal Director)
- Organize and run dance rehearsals in an efficient manner
- Communicate with the other members of the production staff about scheduling, goals, vision, and other show related business as often as necessary
- Work closely with director & vocal director
- Attend weekly staff meetings
- Prior to initial auditions, work with Orchestra Director, Director, and Vocal Director to create the audition packet that will be distributed to auditionees for initial auditions
- Prior to callbacks, work with Orchestra Director, Director, and Vocal Director to create the audition packet that will be distributed to auditionees for callbacks

Music Director:

If you apply for the position of music director, this means you will both teach the cast the vocal music as well as conduct the orchestra in rehearsal and performance. The Music Director's responsibilities encompass those of both the Orchestra Director and the Vocal Director. If you are interested in only one of these positions, please indicate your interest for that particular role in your email to our Secretary.

Orchestra Director:

- Find rehearsal accompanists and orchestra members capable of playing the show's music that are within the orchestra's budget for the show
- Organize and run orchestra rehearsals and sitzprobe in an efficient manner

- Communicate with the other members of the production staff about scheduling, goals and other show related business as often as necessary
- Work closely with the Vocal Director
- Attend weekly staff meetings
- Prior to initial auditions, work with Choreographer, Director, and Vocal Director to create the audition packet that will be distributed to auditionees for initial auditions
- Prior to callbacks, work with Choreographer, Director, and Vocal Director to create the audition packet that will be distributed to auditionees for callbacks

Vocal Director:

- Teach music to all actors, regardless of actors' previous experience with music, and continue vocal coaching throughout the rehearsal process (in coordination with the Director, Choreographer, and Orchestra Director)
- Organize and run vocal rehearsals in an efficient manner
- Communicate with the other members of the production staff about scheduling, goals and other show related business as often as necessary
- Work closely with the Orchestra Director
- Attend weekly staff meetings
- Prior to initial auditions, work with Choreographer, Orchestra Director, and Director to create the audition packet that will be distributed to auditionees for initial auditions
- Prior to callbacks, work with Choreographer, Orchestra Director, and Director to create the audition packet that will be distributed to auditionees for callbacks

Stage Manager

- Keep track of rehearsal and warehouse/marketing attendance
- Communicate incredibly frequently with the director and staff to coordinate rehearsal schedules
- Handle communication email between the staff and cast
- Work with producer to ensure that all dues and ticket sales from cast and staff are submitted
- Attend weekly staff meetings
- Run tech week
- Make tech week schedule
- Call show (Lighting, sound, stage cues)

Production Manager

- Run Weekly Staff Meetings
- Coordinate Staff Communication
- Manage Anonymous Feedback Box
- Resolve conflict
- Serve as liaison between the Staff/Cast Members and the Board

- Attend Board meetings during the run of the production to provide Board with updates on the production
- Attend at least one rehearsal per week

Graphic Designer

- Communicate with Board Marketing Director, ISM Executive Board, and Production Rehearsal staff to create a poster design for the production
- Be aware of all licensing restrictions that may constrain the design
- Create a Facebook Header using the themes/designs from the poster design
- Create a T-Shirt Design using the themes/designs from the poster design
- Send proof of poster design to Board Marketing Director, ISM Executive Board, and Production Rehearsal staff
- Send final poster design, T Shirt Design, and Facebook Header design to ISM Executive Board for use by the organization
- Attend Weekly Staff Meetings

*All designs created by the Graphic Designer will be credited as such by tagging said Designer on Facebook and crediting them in writing in the Production's playbill.

Scenic / Set Designer Responsibilities:

- Work closely with the director and choreographer to create a scenic design appropriate for the vision and budget of the show
- Create a plan for how the scenic design will be built
- Work Closely with the Tech Director to communicate the vision and design plan
- Attend weekly staff meetings

Tech Director and Scenic/Set Designer Staff positions may be held by the same person.

Tech Director Responsibilities:

- Work closely with the Scenic/Set Designer to build their vision for the set
- Create a schedule for building days
- Attend all warehouse, load-in, and load-out shifts to coordinate scenic construction
- Attend weekly staff meetings

Tech Director and Scenic/Set Designer Staff positions may be held by the same person.

Sound Designer Responsibilities:

- Work with the rehearsal staff and design staff to create a sound design (cues, pre-show announcements, etc.) appropriate for the show
- Run mic checks and sound booth throughout show
- Attend weekly staff meetings

Lighting Designer Responsibilities:

- Work with the rehearsal staff and design staff to create a lighting design appropriate for the equipment
- Attend weekly staff meetings

Costume Designer:

- Work with the Director, Choreographer, and design team to create/assemble costumes appropriate for the show and budget
- Deliver a costume plot to the cast members/staff
- Obtain necessary costume pieces
- Attend weekly staff meetings

Hair and Makeup Designer:

- Work with the Director and design team to create make-up and hair design appropriate for the show and budget
- Aid cast in application of makeup and styling of hair prior to performances
- Obtain necessary hair products and makeup
- Attend weekly staff meetings

Props Coordinator:

- Work with the Director and Choreographer to create a prop list for the show
- Acquire/design *all* props for the show prior to the beginning of Tech Week
- Attend weekly staff meetings

House Manager

- Attend Tech Rehearsals
- Open and manage house for patrons
- Collect donations
- Manage ushers and the distribution of playbills
- Run the box office during the performances
- Communicate with treasurer about door ticket sales
- Assist members of stage crew, the Director, stage manager, and the rest of the staff in any way necessary
- Attend weekly staff meetings

**House Manager may also hold a second staff position as long as the ISM Executive Board determines that the responsibilities do not conflict.

Assistants

- Assistants can be hired for any position on a case by case basis
- Work closely with the head of the position to help in any way deemed appropriate
- Attend weekly staff meetings when the head of the position is unable