

Getting the Part: Production Roles

In all roles for Theatre Guild, we want to make sure you are successful. Most company members start in a smaller responsibility role, and work their way up to be a leader with a large responsibility role.

Production Role Decisions (Backstage Roles)

Production role decisions are made by the team of artistic staff, and are never made by students. Production leaders (designers, crew chiefs, and their assistants) are typically decided at the end of the year before the start of the season so that leaders can begin the pre-production process. Crew positions are based on application to each show around the same time as auditions. We treat production role applications like a job application, so put your best foot forward! *Remember, our leaders don't ask for a bigger part, they show us they deserve one.* You can show you deserve a bigger production responsibility by:

- Make sure you make all deadlines, including for company paperwork
- Showing that you are engaged in the show, by reading and understanding the script thoroughly
- Not only seeking out and doing the appropriate work on your crew, but also understanding why the technical choices you are making are relevant to the script
- Make sure you are always on time and prepared with a positive, willing attitude
- Commitment to getting the job done *proactively*. If see a way that you can help someone one your accomplish their responsibilities and all of your work is done, offer to help.
- Be proactive in the maintenance and cleanliness of your team's space and equipment
- Be encouraging and supportive of all the members of your team and all company members

Casting Decisions (Onstage Roles)

Casting is always determined by a panel, and is never the sole decision of any one individual. Each show is an audition for the next, as hustle beats talent when talent doesn't hustle. Remember, our leaders don't ask for a bigger part, they show us they deserve one. You can show you deserve a bigger production responsibility by:

- Make sure you make all deadlines, including for company paperwork
- Showing that you are engaged in the show, by reading and understanding the script thoroughly
- Being one of the first off-book and not just memorizing your lines, but understanding why you say your lines
- Executing all choreography and blocking without looking at and following others on stage with a fluid knowledge of show order
- Commitment to getting into and exploring character both onstage and backstage
- Positive and respectful attitude both onstage and backstage
- A willingness to experiment, play, and commit to bold choices as directed in rehearsal

Plymouth South Theatre Guild is committed to an inclusive casting policy of non-traditional casting. Our productions will be cast with actors of all races, ethnicities, gender presentations, and abilities in leading roles and in the ensemble. With exception to productions where race or gender is required to serve that specific story, casting is always decided to ensure our productions are of the highest quality and artistic integrity.

Production Roles: Who is Who

Every role is important, and all have different levels of responsibility. Our designers and assistant designers are large responsibility roles, and information about their responsibilities has been listed separately.

Actor

In this theatre, the actor is, first of all, a member of a company. However, since the actor is the principal instrument through which the director speaks and interprets the playwright's ideas, and because the actor represents to the public the combined activity of all backstage members of the company, every actor bears especially significant responsibilities and obligations in representing the guild in a positive and professional manner. Acceptance of a role indicates commitment to the process.

Consideration for other members of the company and genuine humility are characteristics which the actor should possess. Recognize that actors cannot appear effectively upon the stage without the active cooperation of the backstage members of the company. Therefore, treat the assistant director, the stage manager and all crew chiefs with the courtesy and respect due them. More to the point, treat them as you would like for them to treat you. The actor always recognizes the importance of the director whether the director is a student or a member of the artistic staff.

Just like crews, acting roles have different levels of responsibility, and often actors work their way up to larger levels of responsibility. Actors typically are named characters and/or ensemble roles. Acting levels of responsibility are:

- Small responsibility
 - needed at rehearsal 1-2 times a week
 - No solos or lines
- Medium responsibility:
 - needed at rehearsal 2-3 times a week
 - Can often be described as a supporting character
 - Memorization will be needed outside of rehearsal to be successful
- Large responsibility:
 - needed at rehearsal 3-4 times a week
 - Can often be described as a lead character
 - Significant amount of memorization outside of rehearsal needed to be successful

Costumes

- Costumes Designer
- Costumes Build Crew
 - Costume build crew members assist the costume designer in the acquisition and construction of costumes for production. Duties include:
 - Develops hand and sewing machine skills
 - Constructs and alters costumes for productions
 - Learns patterning and cutting skills
 - May help with costume crafts, dyeing, and distressing depending on shows needs
- Costumes Run Crew
 - Costumes run crew members assist with the set-up, maintenance, and cleaning of costumes throughout the performance run. Duties include:
 - Track all costume pieces by checking in wardrobe before and after performances
 - Preset any costume pieces before performance
 - Facilitate communication to/from cast, creative team, and production team
 - Help actors get into their costumes during the pre-show as needed, including helping with corsets, back closures and cumbersome costumes
 - Gather preset costume pieces after performance
 - Is alert during the production, including being ready in advance for a quick change
 - Ensure the actors are wearing the correct costume and correctly at all times
 - Perform small costume repairs and notifies costume mentors for bigger repairs
 - Monitor wardrobe supplies and communicates with costume mentors so that replacements can be ordered/purchased
 - Ensure that actors hang up their costumes correctly after the performance
 - May help with quick changes, hair and makeup

Hair and Makeup

- Hair and Makeup Designer
- Hair and Makeup Assistant Designer
- Hair and Makeup Crew
 - Hair and makeup crew members make the hair and makeup looks happen, under the director on the hair and makeup designers. Duties include:
 - Develops hair and makeup skills
 - Track all hair and makeup pieces by checking in before and after performances
 - Preset any hair and makeup pieces before performance
 - Facilitate communication to/from cast, creative team, and production team
 - Help actors get into their hair and makeup during the pre-show as needed
 - Is alert during the production, including being ready in advance for a quick change
 - Ensure the actors are wearing the correct hair and makeup and correctly at all times
 - Monitor hair and makeup supplies and communicates with hair and makeup mentors so that replacements can be ordered/purchased
 - Maintain quality and cleanliness of hair/make-up equipment throughout the run
 - Ensure that actors clean up their station correctly after the performance
 - May help with quick changes, costumes
 - Attend strike and restock all hair/makeup equipment at conclusion of production

Props

- Prop Master
- Assistant Prop Master
- Props Run Crew
 - Run crew members make the backstage scenic and props action happen, under the direction of the stage management team. Duties include:
 - Under the guidance of the Props Master and Stage Manager, organize and shift stage props during the tech and dress rehearsals and performances. Maintain the backstage props tables, and help with shifting of furniture and other set pieces. Prepare any food props for the show.
 - Double check prop location prior to curtain to be sure the actors set them and confirm with props master

- After the rehearsals and shows, make sure props are returned to their proper storage place Clean any food mess. Be sure to keep kitchen and fridge clean
- Ensure props retain the look that was originally designed and handle small repairs as needed; notify the props master of any damaged or missing props
- Maintain the backstage props tables, prepare any food props for the performance, and clean props after the performance.
- After the run of the show, attend strike and help return props to storage

Lighting

- Lighting Designer
- Assistant Light Designer
- Lighting Board Operator
 - The Lighting Board Operator is responsible for executing cues as called by the Stage Manager throughout all technical rehearsals and performances. The Board Op is responsible for learning the operation of the board/system, including how to troubleshoot the equipment if there is a problem. Duties include:
 - Present at every technical rehearsal, dress rehearsal and performance, as well as some notes and work calls
 - Reports to stage management as well as lighting designer
 - Participates in strike at conclusion of production
 - Assists in maintenance of production elements throughout run of production
 - Runs all light cues as called by the stage manager
 - Responsible for programming all cues at tech
 - Performs nightly equipment check upon arrival at the theatre and resolves any problems
- Spotlight Operator
 - The Spotlight Operator is responsible for executing spotlight cues as called by the Stage Manager throughout all technical rehearsals and performances. The Spotlight Op is responsible for learning the operation of the spotlight, including how to troubleshoot the equipment if there is a problem. Duties include:
 - Present at every technical rehearsal, dress rehearsal and performance, and may be called for notes calls during the tech process
 - Reports to stage management as well as lighting designer
 - Managing and operating the spotlight throughout the production
 - Assists in maintenance of production elements throughout run of production

Stage Management

- Stage Manager
- Assistant Stage Manager
- Production Assistant

Sound

- Sound Designer
- Assistant Sound Designer
- Sound Board Operator/Mixing Engineer
 - The Board Op is responsible for learning the operation of the board/system, including how to troubleshoot the equipment if there is a problem. Duties include:
 - Present at Crew Run-Thru rehearsal, all technical rehearsals, dress rehearsals, load-ins, training sessions, work notes, and performances at call times designated by stage management.
 - Report to stage management as well as designer, and Technical Director
 - Responsible for the operation, balance, and fidelity of musical or other reinforced shows as directed by the sound designer. The mixing engineer will fully learn the dialog, music, and blocking of the show by attending all run-through rehearsals and will develop a copy of the script that accurately details microphone pick-ups, band entrances, levels, playback cues, and other mixing notes.
 - The sound designer supervises and directs the mixing engineer in learning and operating the show, but the mixing engineer is responsible for maintaining the sound of the show for each performance.
 - Participate in strike at conclusion of production
 - Assist in maintenance of production elements throughout run of production
 - Perform nightly equipment check upon arrival at the theatre and resolves any problems
- Playback Engineer
 - The playback engineer is responsible for executing spotlight cues as called by the Stage Manager throughout all technical rehearsals and performances.
- Mic Dresser
 - Responsible for tracking wireless microphone placement, designing appropriate attachment equipment, and supervising all wireless microphone dressing and maintenance during performances.

- Work directly with both the sound designer and costume designer to determine optimum mic placements for each actor that provide excellent sound quality while visually integrating with the costume design.
- The mic dresser will also create and update microphone tracking and dressing plans.

Set Run

- Set Run Crew Chief
- Set Run Assistant Crew Chief
- Set Run Crew
 - Run crew members make the backstage scenic and props action happen, under the direction of the stage management team and with guidance from the Prop Masters, Stage Manager, and Technical Director. Duties include:
 - Present at Crew Run-Thru rehearsal, all technical rehearsals, dress rehearsals, load-ins, training sessions, work notes, and performances at call times designated by stage management.
 - Organize, preset, and shift stage props and scenery during the tech and dress rehearsals and performances as designated.
 - After the rehearsals and performances, make sure stage is clean and props are returned to their proper storage place.
 - After the run of the show, attend strike and help return props to storage.
 - Assist other departments and perform other duties as needed