

## Production Practicum Information

**Production Practicum participation in the Department of Theatre Company is designed to broaden your overall theatrical experience and knowledge beyond what can be learned in a classroom and give you the opportunity to learn by doing. You get the chance to develop your skills, see exactly what it takes to put a show together, and improve your collaboration and organizational skills as you build/improve your resume. The theatre department is YOUR theatre company and you are responsible for it. By working on the shows you are investing in your company. Your fellow students are counting on you. There are both supervisory and non-supervisory options available to you.**

### Supervisory Positions Available Each Show/Semester

*If there is a supervisory position that you wish to take on to help further your resume, the following are the positions that fit this criteria: (students may request these assignments, however it is at the discretion of the Production Manager or appropriate faculty member. If one of these positions interests you and you do not receive it or it is not currently available, speak to the Production Manager at the end of the semester in order to get ahead for the future.)*

**Assistant Production Manager/Publicity Supervisor** - The Assistant Production Manager/Publicity Supervisor works with the Production Manager to keep departmental production calendar updated, payroll for all Scene Shop and Electrics TA's, keeping Practicum attendance records including strike, distribute information and contact info to department heads and Stage Management. Additionally, they will coordinate poster distribution, create the production program for each show, archive the production (videotaping the invited dress), and supervise the publicity crew. Attendance at the company meeting, scheduled weekly hours in the production office, production meetings, invited dress rehearsal, and strike are required. This position is assigned by the Production Manager. ATHR201 will provide credit.

**Dramaturge** - A Dramaturge for a foreign language play will research and review available translations and prepare an annotated list of translations for the director. For an English language play the Dramaturge will research and present the most authentic or most relevant text-edition. Prior to rehearsals starting they will also do text-work with the director (cuts, editing, linguistic research and suggestions, if necessary, for changes --e.g. in case of archaisms or Anglicisms--, work on "actability" and "speakability" of text, etc), research background, criticism, and stage history of play, including playwright, and the specific cultural and historical background of the play. In addition they should be prepared to do further research if the director needs additional and specific information during the rehearsal process. Research should be presented to the director by arranging material (articles, reviews, interviews, images, etc) in a folder organized by subject. The Dramaturge is also responsible for the preparation of Program Notes including a biography of the playwright as well as the High School Study Guide. The Dramaturge will report to the Director of History, Literature and Criticism. Attendance at meetings with the director prior to rehearsals beginning, the first read through, as needed during the rehearsal process, and strike. Assigning of this position is done by the Director of History, Literature and Criticism. Depending on the student's date of enrollment and the complexity of the show ATHR201 or ATHR301 will provide credit.

***Makeup Supervisor*** - A Makeup Supervisor may be needed for a show and is responsible for supervising and training the makeup crew, assisting the actors in applying makeup, checking all makeup to ensure it is truthful to the design, and helping to maintain a professional backstage environment. The Makeup Supervisor will report to the Costume Shop Supervisor, Makeup Designer, and Stage Manager. Attendance at company meetings, crew view, dress rehearsals, performances, and strike are required. Assigning of this position is done by the Costume Shop Supervisor. Depending on the student's date of enrollment and the complexity of the show ATHR201, ATHR202, or ATHR301 will provide credit.

***Master Carpenter*** - A Master Carpenter is needed for each show and is responsible for the creation of all cut lists, assists in the planning of each day's work schedule, assist in maintaining inventory control over all consumables, assist in the planning and supervision of strike, training of the run crew, executing any necessary repairs to scenery throughout the run of the show. The Master Carpenter will report to the Technical Director and Scene Shop Supervisor. This position is normally filled by a TA in the Scene Shop and is assigned by the Technical Director. Attendance at company meetings, scheduled shop hours, technical and dress rehearsals, production meetings, and strike are required. Depending on the student's date of enrollment and the complexity of the show ATHR101 or ATHR201 will provide credit.

***Master Electrician*** - A Master Electrician is needed each semester and is responsible for supervising the light hang (hanging, cabling, patching, troubleshooting) prior to focus, running focus, setting calls for the electrics crew in consultation with Lighting Designer and Technical Director, coordinating and conducting electrics strike (including organization and storage of all instruments, tools, and other related equipment), training the light board operator, keeping light lab and electrics storage organized, and maintaining and repairing equipment. The Master Electrician will report to the Lighting Designer and Production Manager. This position is assigned by the Lighting Designer. Attendance at company meetings, technical and dress rehearsals, lighting calls, dimmer check for each performance, production meetings, and strike are required. Depending on the student's date of enrollment and the complexity of the show ATHR201 or ATHR301 will provide credit.

***Paint Crew Chief*** - A Paint Crew Chief is needed for each semester and is responsible for supervising the Paint Crew, mixing show colors, developing a paint schedule with the Technical Director, tracking consumables, and keeping the paint area organized. The Paint Crew Chief will report to the Scene Designer (who assigns the position) and attendance at the company meetings, technical and dress rehearsals, paint calls, production meetings, and strike are required. ATHR201 will provide credit.

***Prop Crew Chief*** - A Prop Crew Chief is needed for each production and is responsible for producing a prop list; discussing the prop list with Scene Designer/Director work out discrepancies; gathering, borrowing, renting, building, modifying, or acquiring all necessary props; supervising prop crew; tracking of all budgetary information and providing updates to the Scenic Designer; delivering all rehearsal and final props according to due dates; returning all borrowed and rented props in a timely manner, keeping all prop areas neat and organized. The Prop Crew Chief will report to the Scene Designer and Production Manager. This position is assigned by the Scene Designer. Attendance at company meetings, production meetings, technical and dress rehearsals, prop calls, and strike are required. ATHR201 will provide credit.

***Sound Engineer*** - A Sound Engineer is needed each semester and is responsible for supervising the setup and installation of the sound system for each show, troubleshooting the system as needed, training the sound board operator, setting up and troubleshooting the intercom system, setting up and troubleshooting the program monitoring system, keeping sound storage organized, and maintaining and

repairing all equipment. The Sound Engineer reports to the Production Manager. Attendance at company meetings, technical and dress rehearsals, production meetings, and strike are required. This position is assigned by the Production Manager. Depending on the student's date of enrollment and the complexity of the show ATHR201 or ATHR301 will provide credit.

***Stage Manager*** - A Stage Manager is needed for each production and is responsible for posting daily rehearsal calls after consulting with the Director, creating and distributing a contact sheet to all staff and cast members, taking notes during all rehearsals in order to create and distribute daily rehearsal reports, supervising assistant stage managers and run crews, checking in with department heads for answers to questions posed on the rehearsal reports, creating and updating the prompt book, calling each performance, assisting in the coordination of scene changes, ensuring a safe working environment for cast and crew, seeing to the security of rehearsal and performance spaces, maintaining professionalism and demeanor, maintaining order and discipline, arriving early to set up for performances or rehearsals, setting and posting all crew calls in consultation with Production Manager, keeping cast and crew attendance records, taping out the groundplan in the rehearsal space, collecting and giving all program materials to the Publicity Supervisor, following all due dates on the Production Calendar. The Stage Manager reports to the Production Manager and Director. Attendance at the company meeting, rehearsals, auditions, technical and dress rehearsals, production meetings, and all performances are required. This position is assigned by the Production Manager. Depending on the student's date of enrollment and the complexity of the show ATHR201 or ATHR301 will provide credit.

***Wardrobe Supervisor*** - A Wardrobe Supervisor is needed for each show and is responsible for the supervision of the wardrobe crew, checking costume pieces in/out, training of dressers in basic repair techniques, laundering of costume pieces, storage of costumes after each performance, assisting Costume Shop Supervisor in choreographing quick changes, making sure all costumes are prepped and ready for each performance, and helping to maintain a professional backstage environment. The Wardrobe Supervisor will report to the Costume Shop Supervisor, Costume Designer, and Stage Manager. Attendance at the company meeting, crew view, dressing rehearsal, all dress rehearsals, all performances, and strike are required. This position is assigned by the Costume Shop Supervisor. Depending on the student's date of enrollment and the complexity of the show ATHR201, ATHR202, or ATHR301 will provide credit.

***Other supervisory/good resume building positions that are available include Assistant Designer (in any area), Assistant Master Electrician, Assistant Prop Master, Assistant Technical Director, and First Hand. If you are interested in any of these please speak to the appropriate faculty member about what you need to do to assume one of these positions.***

### **Non-supervisory positions available each show/semester**

***If you are not yet ready to be a supervisor or do not have interest in being one, the following positions are for you: (Any student may do any assignment as long as it fits into their schedule). Some assignments may already be filled. If one of these positions interests you and it is not currently available, speak to the Production Manager at the end of the semester in order to get ahead for the following semester.***

***Assistant Director*** - An Assistant Director is needed for each production and is responsible for assisting the Director, running lines with actors, and reviewing staging with the actors. The Assistant Director will report to the Director and their attendance at auditions, the company meeting, rehearsals, crew view,

technical rehearsals, dress rehearsals and strike are required. Work begins with audition prep. Assigning of this position is done through the Director or Performance. ATHR201 will provide credit.

***Assistant Stage Manager*** - An Assistant Stage Manager assists the Stage Manager in all of their duties, organizes and runs backstage, assists in the training of the Run Crew, ensures that backstage is “show ready” for each performance and reports to the Stage Manager. Attendance at the company meeting, rehearsals, crew view, dress rehearsals, technical rehearsals, performances, and strike are required. Work begins with prep. Depending on the student’s date of enrollment and the complexity of the show ATHR201 or ATHR301 will provide credit.

***Costume Shop Crew*** - The Costume Shop Crew works with the Costume Shop Supervisor and Costume TAs to construct or alter costumes for each production and assist in maintaining and organizing shop and storage areas. Attendance at company meetings, specific weekly hours, and strike are required. In order to be on this crew you must have time available allowing you to work 6 hours per week and have permission from the Costume Shop Supervisor. Click [Here](#) for specific semester shop times. You must complete a session of Costume Shop orientation, if you have not done so already. Depending on the student’s date of enrollment ATHR101, or ATHR201 will provide credit.

***Dresser*** - The Wardrobe Crew works with the Wardrobe Supervisor to execute costume changes as directed by the Costume Shop Supervisor, keeps and updates cue sheets as necessary, provides preshow maintenance, checks costumes in and out of dressing rooms, and displays professional behavior backstage and reports to the Wardrobe Supervisor, Costume Shop Supervisor, and Stage Manager. Attendance at the company meeting, crew view, dressing rehearsals, dress rehearsals, performances, and strike are required. Daily work begins at 1<sup>st</sup> dress rehearsal. Depending on the student’s date of enrollment and the complexity of the show ATHR101, ATHR201, or ATHR202 will provide credit.

***Electrics Crew*** - The Electrics Crew works with the Master Electrician and Electrics TAs in the hanging, cabling, and focusing of all the lighting equipment for each show as well as helping to maintain equipment and organize Light Lab and Lighting Storage. Attendance at the company meeting, specific weekly hours, some Saturday work calls, and strike are required. This crew normally works in the 2-3 weeks leading up to each production. Click [Here](#) for specific semester shop times. You must complete an Electrics Orientation session. Depending on the student’s date of enrollment ATHR101, or ATHR201 will provide credit.

***Light Board Operator*** - The Light Board Operator conducts equipment checks nightly with the Master Electrician and helps correct any problems, programs and operates the light board, and records and updates cue sheets and reports to the Lighting Designer, Master Electrician, and Stage Manager. Attendance at the company meeting, crew view, technical rehearsals, dress rehearsals, performances, and strike are required. Daily work begins at Crew View. Depending on the student’s date of enrollment and the complexity of the show ATHR201, or ATHR202 will provide credit.

***Makeup Crew*** - The Makeup Crew works with the actors in the application of their makeup by executing the design of the Makeup Designer and reports to the Costume Shop Supervisor, Makeup Crew Supervisor, and Makeup Designer. In order to be on this crew you must have completed or be taking concurrently ATHR250 (Stage Makeup). Attendance at the company meeting, crew view, dress rehearsals, performances, and strike is required. Daily work begins with the 1<sup>st</sup> dress rehearsal. Depending on the student’s date of enrollment and the complexity of the show ATHR101, ATHR201, or ATHR202 will provide credit.

**Paint Crew** - The Paint Crew works with the Scenic Charge Artist with the painting of the scenery and props for each production and assists in maintaining and organizing the paint area and reports to the Scenic Charge Artist and the Scene Designer. Attendance at company meetings, specific weekly hours, some Saturday work calls, and strike are required. This crew only works in the 2-3 weeks leading up to each production. Click [Here](#) for specific semester shop times. You must attend a Paint Orientation session. Depending on the student's date of enrollment ATHR101, or ATHR201 will provide credit.

**Prop Crew** - The Props Crew works with the Prop Master in gathering, shopping, and building all production and rehearsal props and assists with the organization of prop storage rooms and reports to the Prop Master and Scene Designer. Attendance at company meetings, specific weekly hours, some Saturday work calls, and strike are required. Click [Here](#) for specific semester shop times. You must complete a session of the Scene Shop Tool Checkout, if you have not already, as well as attend a Prop Orientation. Depending on the student's enrollment date ATHR101, or ATHR201 will provide credit.

**Publicity Crew/Assistant House Manager** - The Publicity Crew/Assistant House Manager will work with both the Publicity Supervisor as well as the House Manager. They will assist the Publicity Supervisor in the distribution of publicity posters, creation of the show program, and archiving of the show. They will assist the House Manager in supervising the usher crew, organizing and scheduling ushers for each performance, working with the Box Office and Stage Manager to ensure performances begin on time, supervising pre- and post- show cleaning of audience seating areas, and maintaining a professional and courteous relationship with all patrons. Attendance at company meetings, crew view, Usher training meetings, invited dress rehearsal, performances, and strike are required. Depending on the student's enrollment date ATHR201, or ATHR202 will provide credit.

**Run Crew** - The Run Crew executes all scene changes as directed, keeps and updates cue sheets as needed, displays professional behavior backstage, maintains prop tables, and assists with any necessary preshow maintenance and reports to the Stage Manager and Technical Director. Attendance at the company meeting, crew view, technical rehearsals, dress rehearsals, performances, and strike are required. Daily work begins at crew view. Depending on the student's date of enrollment and the complexity of the show ATHR101, ATHR201, or ATHR202 will provide credit.

**Scene Shop Crew** - The Scene Shop Crew works with the Technical Director, Master Carpenter, Scene Shop Supervisor, and Scene Shop TAs to construct or alter scenery for each production, assist in maintaining and organizing the scene shop and storage areas. Attendance at company meetings, specific weekly hours, some Saturday work calls, and strike are required. Click [Here](#) for specific semester shop times. You also must complete a session of the Scene Shop Tool Checkout, if you have not already done so. Depending on the student's date of enrollment ATHR101, or ATHR201 will provide credit.

**Sound Board Operator** - The Sound Board Operator conducts equipment checks nightly with the Sound Engineer, helps correct any problems, operates the sound board, records and updates cue sheets, sets up and strikes intercom communication systems and reports to the Sound Engineer, Sound Designer, and Stage Manager. Attendance at the company meeting, crew view, technical rehearsals, dress rehearsals, performances, and strike are required. Work begins with crew view. Depending on the student's date of enrollment and the complexity of the show ATHR201, or ATHR202 will provide credit.