

Student CREW JOB DESCRIPTIONS

Assistants

Work as assistants to Producer/Directors, Green Room Manager, Stage Managers (highly responsible students can be Stg R & Stg Lft Assistant Stage Managers – responsible for telling the Stage Mgr when things are ready for the next act to go), Technical Director, Sound Director, House Manager, and others.

Security

Works with House Manager to be responsible for ensuring the security of the auditorium by ensuring that no unauthorized persons gain access to secure doors.

The security team will report to the House Manager and will consist of adult volunteers supervising the 5th/6th grade security team. The job is to make sure we are all safe – no rowdiness or unauthorized students in hallways.

Post security team members at

1. 2 at each door of the auditorium (4)
2. In the hallways to the Green Room (cafeteria) (3-4)
3. Outside Stage Doors (3-4)

Cast members should be waiting quietly outside stage doors. No other students in the halls. After using the bathroom, they must return to Green Room (cafeteria) if cast members or their Post if crew or to the Auditorium if audience members. Cast members CANNOT be in the auditorium or roaming the halls. They must either be onstage, waiting to go on stage, in the bathroom briefly or in the Green Room (cafeteria).

Ushers

Works with House Manager to be responsible for ensuring each audience member has a ticket, seat, and program. Also help with any in-house issues, such as a lost item.

2 posted at each main door (4) before each show (4:00-4:45 for the 4:30pm show and 7:30 – 8:15 for the 8:00pm show).

Plus** Most Important** 2 per aisle (4) to escort audience down the auditorium and make sure to FILL in each row completely. The shows are very FULL and we need each seat to have a person in it – people CANNOT use seats to hold coats or other belongings – only BODIES.

*May need to borrow some of the other crew during the beginning of each show to help with getting audience into their seats.

Communications/Door

Works with Green Room, Technical, House & Stage Managers to be responsible for communicating important information about the readiness of the cast between the Lobby/Booth, the Stage, and the Green Room (cafeteria).

Under direction of the House & Stage Manager, this group is also responsible for opening the doors to the auditorium at the beginning of the show, and closing them at the end after being told to do. Also responsible for turning control of the house lights over to the Light Board Operator (or Technical Director) before the show.

Readiness

Works with Green Room Manager to be responsible for helping the cast in the Green Room to be ready to perform, call up acts in order, and prepare for Chaperones to take cast members to the stage doors. They will also assist the Green Room parent volunteers in any way instructed. (4)

Chaperones

Works with Green Room & Stage Managers to accompany cast in order of appearance from Green Room to correct Stage Door (Stage Right, Stage Left, or Center of the auditorium) then return back to the Green Room for the next act. (2 per door = 6)

Running Crew

Works with Stage Manager to be responsible for moving things on and off stage; such as props and mic stands and/or putting personal amplifiers on the stage, plugging them in, and turning them on. Also making sure everything is set on stage before the lights go up. You may also be needed to run equipment between locations such as running microphones from stage right to stage left. 3 per side of the stage plus 1 in charge of telling the assistant Stg Mgr (Rt or Lft) when things are set (8)

Microphone Crew

Works with Technical & Stage Manager to be responsible for making sure microphones are properly cared for, in correct position for each act; such as attaching clip mics on performers and/or placing mics in stands. 2 people on each side of the stage dedicated to microphones (4)

Announcers

Responsible for announcing each act before they go on. (2-6)

Spot Light

Works with Technical & Stage Manager to be responsible for running the spotlight during the show. You will aim it, change the color, and turn it on and off as you are told to do so. *Can be a shared job – split between Act 1 & 2 (2-3)