

POSSUM POINT PLAYERS PRODUCTION JOB DESCRIPTIONS

(Adopted April 18, 2006)

(Amended August, 2009)

(Amended, 5/2/2012)

(Amended 8/5/2015)

(Amended 1/30/18)

STAGE DIRECTOR

- A. Responsible to the Executive Committee, through the President, along with the Executive Administrator, for the entire operation of a PPP show from tryouts to the return of all set pieces, costumes, props, makeup, playbooks, scores, furniture and other production material. Throughout the show, maintains liaison with Artistic Committee.
- B. Consults with Executive Administrator and schedules theatre rehearsal dates, times and facilities needed – including area supervision of young cast members, if necessary.
- C. Consults with Executive Administrator and Treasurer to develop a show budget and presents proposed budget to Artistic Committee, prior to the first rehearsal for the show.
- D. Once Stage Director's appointment has been approved by the Artistic Committee, he or she must meet with the Artistic Committee at the next Artistic Committee meeting following approval. Receives assistance and guidance from Artistic Committee Director Selection/Reading Committee Chairperson.
- E. Selects directorial staff to include any or all of the following chairpersons: Musical Director, Choreographer, Set Construction Chairperson, Set Decorator, Set Designer, Stage Manager, Choral Director, Orchestra Director, Assistant Director, Props, Costumes, Makeup, Hair Stylist, Lighting and Sound Directors. Seeks advice of Musical Director if selecting a Choral or Orchestra Director.
- F. Coordinates audition publicity with the Executive Administrator.
- G. Schedules and conducts auditions, selects cast with the assistance of the Musical Directors and Choreographer and notifies all who audition of the results of their auditions.
- H. Meets with directorial chairpersons as soon after cast selection as feasible to provide a list of responsibilities, to discuss budget limitations, and to review available personnel and material resources. Ensures that all chairpersons will brief their personnel on safety procedures.
- I. Responsible for establishing rehearsal schedules and preparing cast for performances. Conducts pre-curtain meetings and serves as advisor to the Stage Manager during performances.
- J. Responsible for the performance of all directorial personnel and chairpersons. Determines which on-stage items are props as opposed to costumes, furniture or fixtures and, thus, the responsibility of the appropriate chairperson. Has final say on the design, composition and on-stage placement of all set pieces.
- K. Responsible for procuring responsible adult(s) for supervision of young cast members while they are offstage during rehearsals and performances and for notifying those adults of that responsibility.
- L. Reviews and approves payment of all bills for purchases or rentals in areas of responsibility pertaining to the show. Forwards approved bills to the office for payment by Treasurer.
- M. Stage Director must insure that all personnel using PPP equipment (e.g. lighting, sound, SFX, costumes, props, makeup and power tools) are qualified by the appropriate Committee Chairpersons. Committee Chairperson will qualify those assigned such responsibilities by either

providing them with appropriate instruction in the security, care and use of the equipment or determining that they are already knowledgeable in that area.

- N. Responsible for ensuring clean up after all cast parties held at Possum Hall.
- O. Consults with directorial staff and prepares post production report for presentation to the Artistic Committee within the two Artistic Committee meetings following the close of the show.
- P. After show closes, arranges for return of all rented materials (scores, tapes, etc.) to publishers.
- Q. From the first technical rehearsal through the final performance, the Stage Director is responsible for who is permitted in the lighting booth and the balcony areas to the East and West of the lighting booth. As such, the Director must inform his/her cast and crew of this responsibility as often as appropriate but at least once before the first technical rehearsal. The Director must give due consideration to the personnel needs of musical staff, lighting, sound and SFX chairs and discuss such with them as soon as practical and appropriate after their selection.
- R. Directors are prohibited from requiring payment for non-returnable (Purchased as opposed to rented as are those for musicals) scripts and other materials pertaining to their production.
- S. While a show is taking place, the Director will ensure that the wall sconces around the theater are on for safety reasons. There may be short periods of time when total blackout is absolutely necessary. Directors will ensure that those times are limited in number and of short duration. The Director will also ensure that staff is available at such times to ensure that no patrons enters the theater and to assist those patrons who must exit to do so safely.
- T. For shows requiring payment to musical personnel (Music Director, Choral Director, Orchestra Director, Orchestra Member, Rehearsal Pianist), the director will budget according to the following stipulations:
 - 1. \$1,000 will be allotted for rehearsal pianist, music director, choral director and orchestra director. If there is more than one person handling any of these responsibilities, the Stage director shall negotiate with such personnel using the limit of \$1,000.
 - 2. For orchestra members, a stipend of \$50 per show will be allotted with a maximum of 6 orchestra members not including the Orchestra Director. The Orchestra Director will be paid only from the negotiated \$1,000 allotted in #1 above whether or not he or she is a playing director.
 - 3. For musicals using piano only and requiring a rehearsal pianist and choral director, in addition to the keyboardist who is playing the shows, the \$1,000 allotment will be the musical budget limit.
 - 4. Added performances of musicals beyond the 6 standard shows will invoke the \$50 extra stipend for each musician INCLUDING the orchestra director.

ASSISTANT DIRECTOR

Works under the direction of, and is responsible for onstage direction and other assigned directorial responsibilities, as assigned by the Stage Director.

ASSISTANT TO THE DIRECTOR

Works under the direction of, and is responsible for tasks assigned by, the Stage Director.

MUSICAL DIRECTOR

- A. Responsible to the Stage Director for all musical aspects of the show.

- B. Coordinates efforts of the Orchestra Director and Choral Director to minimize problems when orchestra and cast are put together.
- C. Supplies Choreographer with necessary practice music.
- D. Secures rehearsal pianist and assists Stage Director with selection of the Choral Director and Orchestra Director.
- E. Assists Stage Director with selection of cast.
- F. From the first technical rehearsal through the final performance, the Stage Director is responsible for who is permitted in the lighting booth and the balcony areas to the East and West of the lighting booth. If the orchestra is to be located in either of the balcony areas, the Musical Director and Orchestra Director must consult with, abide by decisions of, and assist with carrying out decisions of, the Stage Director concerning personnel needs for those areas and that time period.
- G. Responsible for the return, to the Stage Director, of all scores and instrument books, with all markings erased and in the same condition in which they were received.
- H. Presents receipts and/or invoices for all supply or instrumental purchases or rentals to Stage Director for approval and reimbursement or payment.

CHORAL DIRECTOR

- A. Works under the direction of the Musical Director and Stage Director.
- B. Assists Stage Director with cast selection.
- C. Responsible for preparing the singing chorus and soloists for performance.

ORCHESTRA DIRECTOR

- A. Works under the direction of the Musical Director and Stage Director.
- B. Consults with Musical Director and recruits and selects orchestra members based on the instrumentation list supplied by the publisher.
- C. Schedules and conducts all orchestra rehearsals consulting with Musical and Stage Directors for joint rehearsals.
- D. From the first technical rehearsal through the final performance, the Stage Director is responsible for who is permitted in the lighting booth and the balcony areas to the East and West of the lighting booth. If the orchestra is to be located in either of the balcony areas, the Musical Director and Orchestra Director must consult with, abide by decisions of, and assist with carrying out decisions of, the Stage Director concerning personnel needs for those areas and that time period.
- E. Responsible for the transportation, borrowing, and return of all musical equipment to and from the theatre.
- F. Conducts orchestra during all rehearsals and performances, taking cue for start of performance from Stage Manager.

CHOREOGRAPHER

- A. Responsible to Stage Director for all dance aspects of the show.
- B. Assists Stage Director with cast selection.
- C. Responsible for establishing all dance routines.
- D. Responsible for acquiring from, and returning to, the Music Director any required music.
- E. Responsible for instruction and performance of dancers.
- F. Consults with Stage Director to schedule both individual and combined rehearsals.

CAST MEMBER

- A. Works under the direction of the Stage Director, Music, Choral and Orchestra Directors during rehearsals and of the Stage Manager during performances.
- B. Under the leadership of the Stage Director, is responsible for the development of his or her character and for the timely memorization of lines and blocking.
- C. Responsible for notifying the Stage Director or the Stage Director's designee when unable to attend any rehearsal scheduled for his or her character.
- D. Responsible for following instruction of and extending full cooperation to props, makeup and costume persons.
- E. Assist with set strike and after show cleanup
- F. Encouraged to participate in set construction.

PROPS CHAIRPERSON

- A. Works under the direction of the Stage Director (Stage Manager during performances) and uses Props person on Artistic Committee as resource person.
- B. Responsible for the securing, care, storage, and return of all items considered props by the Stage Director.
- C. Responsible for the selection and performance of props personnel in setting up and returning all props during required rehearsals and all performances.
- D. Responsible for the safe transportation of all props to and from the theatre and their proper storage in the hall or their return to their owners. Meets with the Executive Committee for the solution of problems concerning the repair and/or replacement of lost or damaged props.
- E. Responsible for staying within budget guidelines as supplied by Stage Director.
- F. Presents receipts and/or invoices for all purchases or rentals to Stage Director for approval and reimbursement or payment.

COSTUME CHAIRPERSON

- A. Works under the direction of the Stage Director (Stage Manager during performances) and uses Costume person on Artistic Committee as resource person.
- B. Familiarizes self with PPP Procedures for Costume Chairperson provided by Artistic Committee resource persons.
- C. Responsible for securing all items designated as costumes by the Stage Director.
- D. Responsible for working up costume plot with assistance from and approval of the Stage Director.
- E. Responsible for adjustments to costumes as a result of dress rehearsals.
- F. Responsible for assisting cast members with quick costume changes.
- G. Responsible for the care and cleaning of costumes during rehearsals and performances.
- H. Responsible for the transportation to the theatre and the safe return of all costumes to their owners or to proper storage.
- I. Secures committee members who will help locate/fabricate, fit and maintain costumes during the show.
- J. Responsible for staying within budget guidelines as supplied by the Stage Director.
- K. Presents receipts and/or invoices for all purchases or rentals to Stage Director for approval and reimbursement or payment.

MAKEUP CHAIRPERSON

- A. Works under the direction of the Stage Director (Stage Manager during performances) and uses Makeup person on Artistic Committee as resource person.
- B. Responsible for drawing up makeup plot in accord with Stage Director's instructions and insuring that sufficient makeup supplies are on hand for all dress rehearsals and performances.
- C. Responsible for securing, training, and assigning committee members to attend required rehearsals and all performances for the purpose of applying makeup to cast, assisting them with makeup removal following performances and cleanup of supplies and equipment.
- D. Responsible for the transportation of all makeup to and from the theatre.
- E. Responsible for staying within budget guidelines as supplied by the Stage Director.
- F. Presents receipts and/or invoices for all purchases to Stage Director for approval and reimbursement or payment.

HAIRSTYLIST

- A. Works under the direction of the Stage Director (Stage Manager during performances) and uses Artistic Committee makeup/hair liaison as resource person.
- B. Responsible for the hairstyle of all cast members in accordance with instructions of Stage Director.
- C. Responsible for the procurement of all hair goods and materials and their safe transportation to the theatre and their safe return to the hall or their owners.
- D. Secures and trains committee members to provide hairstyling for performances.
- E. Responsible for staying within budget guidelines as supplied by the Stage Director.
- F. Presents receipts and/or invoices for all purchases to Stage Director for approval and reimbursement or payment.

STAGE MANAGER

- A. Responsible for performance of and communication among lights, sound, special effects and all onstage and backstage personnel during performances.
- B. Responsible for the starting and operation of each performance receiving "Audience Ready" cues from the Host or designee.
- C. Until curtain time, works under the direction of the Stage Director. After curtain rises for each performance and until final curtain, uses Stage Director as advisor.
- D. Coordinates the efforts of the stage crew, working with the Stage Director during theatre rehearsals.
- E. Responsible for the selection of all stagehands.
- F. Presents receipts and/or invoices for all purchases to Stage Director for approval and reimbursement or payment.

SET DESIGNER

- A. Works under the direction of the Stage Director and in close coordination with the Set Construction Chairperson.
- B. Responsible for the functional, efficient, economical, and aesthetic design of all set pieces designated as such by the Stage Director.
- C. Receives approval of all set pieces from the Stage Director and works with Set Construction Chairperson during their construction.
- D. Responsible for the performance of the Set Decorator.

- E. Consults with Set Construction Chairperson to design set, which can be constructed within budget limitations supplied by Stage Director.
- F. Presents receipts and/or invoices for all purchases to Stage Director for approval and reimbursement or payment.

SET CONSTRUCTION CHAIRPERSON

- A. Works under the direction of the Stage Director and in close coordination with the Set Designer and uses the Set Construction person on the Artistic Committee as a resource person.
- B. Responsible for construction of set pieces in accordance with Stage Director, approved set design of Set Designer and within physical limitations of theatre.
- C. Responsible for selection and performance of all set construction crew personnel.
- D. Responsible for the operation of all set construction sessions and securing all materials necessary for construction using as much of existing PPP materials as feasible.
- E. Responsible for transportation of set to and from theatre, setup and strike, and proper storage of set pieces at hall. This includes selection of personnel to assist.
- F. Responsible for staying within budget guidelines as supplied by the Stage Director.
- G. Presents receipts and/or invoices for all purchases to Stage Director for approval and reimbursement or payment.

SET DECORATOR

- A. Works under the direction of the Set Designer to procure all furniture and stage pieces not designated props or set by the Stage Director.
- B. Responsible for the transportation to and from the theatre of all set decoration items.
- C. Notifies Set Designer of all persons or organizations who should be recognized in the program for the loan or donation of any set decoration items.
- D. Presents receipts and/or invoices for all purchases to Stage Director for approval and reimbursement or payment.

LIGHTING CHAIRPERSON

- A. Works under the direction of the Stage Director and uses the Lighting person on the Artistic Committee as a resource person.
- B. Responsible for the design of lighting plot in accordance with instructions from Stage Director and based on limitations of theatre and equipment available.
- C. Responsible for the procurement (with approval of the Lighting person on the Artistic Committee) of all special lighting equipment, its transportation to the theatre, installation, removal and return.
- D. Works under the direction of the Stage Manager during performances.
- E. From the first technical rehearsal through the final performance, the Stage Director is responsible for who is permitted in the lighting booth and the balcony areas to the East and West of the lighting booth. The Lighting Chairperson, must coordinate personnel needs with the Sound and Special Effects (SFX) Chairperson, and must consult with, abide by decisions of, and assist with carrying out decisions of, the Stage Director concerning those needs for those areas and that time period.
- F. Secures all lighting crew and responsible for their training and performance.
- G. Responsible for setting up, maintaining, and returning to storage or to owners, following final performance, of PPP or borrowed stage-to-light booth communication equipment, including all headsets, beltpacks and accompanying wiring.

- H. Presents receipts and/or invoices for all purchases to Stage Director for approval and reimbursement or payment.

SOUND AND SPECIAL EFFECTS (SFX) CHAIRPERSON

- A. Works under the direction of the Stage Director and uses the Sound person on the Artistic Committee as a resource person.
- B. Responsible for the design of the sound and SFX plots in accordance with instruction from the Stage Director.
- C. Responsible for the procurement (with the approval of the Technical Person on the Artistic Committee) of needed equipment to execute sound and SFX, transports to theatre, installs and oversees its operation and return following show.
- D. Works under the direction of the Stage Manager during performances.
- E. From the first technical rehearsal through the final performance, the Stage Director is responsible for who is permitted in the lighting booth and the balcony areas to the East and West of the lighting booth. The Sound and Special Effects (SFX) Chairperson, must coordinate personnel needs with the Lighting Chairperson, and must consult with, abide by decisions of, and assist with carrying out decisions of, the Stage Director concerning those needs for those areas and that time period.
- F. Secures sound and SFX crew and is responsible for their training and performance.
- G. Presents receipts and/or invoices for all purchases to Stage Director for approval and reimbursement or payment.

FOOD AND BEVERAGE CHAIRPERSON

(May be split into two committees)

- A. Works under the direction of the Executive Administrator.
- B. Responsible for the efficient operation of food and/or beverage service.
- C. Responsible for purchase of food, beverages, ice and supplies (cups, plates, utensils, etc.), as needed.
- D. Responsible for procuring all personnel who will obtain, prepare or serve all food and beverages.
- E. Responsible for all arrangements at location of food and/or beverage service, including cleanup.
- F. Responsible for having Executive Administrator obtain proper licenses, permits, or handling other legal requirements for serving alcoholic beverages, when appropriate.
- G. Responsible for staying within budget guidelines as supplied by Executive Administrator.
- H. Presents receipts and/or invoices for all purchases or rentals to Executive Administrator for approval and reimbursement or payment.