



# STUDENT PRODUCTION ASSIGNMENTS

## Position Descriptions

(Many descriptions based upon those found in J. Michael Gillette's *Theatrical Design and Production*, 6th ed.)

### STUDENT DESIGNERS

POSITION	DESCRIPTION
Costume Designer	<i>responsible for the physical appearance of the actors, including clothing, costume accessories, makeup, hair and facial hair. SOMETIMES the costume designer has the good fortune to work with other designers who handle some of these areas. Regardless of the size of the design team, the costume designer should always be prepared with the appropriate research and developed design ideas concerning all aspects of the characters' appearance.</i>
Lighting Designer	<i>responsible for the design, installation, and operation of the lighting and special electrical effects used in the production. To show where the lighting equipment will be placed, the lighting designer produces a light plot specifying the placement and configuration of all instruments used in the production. The designer must also furnish all associated paperwork for the design including hook-ups, schedules, cut lists, and a cue synopsis.</i>
Scenic Designer	<i>responsible for the visual appearance and function of the scenic elements used in the production; producing colored sketches or renderings of the sets and properties, scale models of the various sets, and scale mechanical drawings that fully describe the settings.</i>
Sound Designer*	<i>primary responsibility is for everything related to sound for a given production; providing the designs for all pre-recorded music, sound effects, and the reinforcement of live voices, musical instruments and sound elements. In tandem with the Technical Director, the sound designer may also be responsible for all sound related technical drawings and the specifications for any sound equipment to be rented, leased or purchased, as well as for overseeing the installation of the sound systems and setting the sound cues.</i>

### MANAGEMENT & SUPPORT

POSITION	DESCRIPTION
Stage Manager (TH)	<i>a wide number and variety of responsibilities, which can be broken down into three primary categories: handling the majority of the administrative duties related to a production, assisting the director in production oversight during rehearsals, and direct responsibility for all backstage activity once the show opens.</i>
Assistant Stage Manager	<i>assists the stage manager in completing a wide number and variety of responsibilities, which can be broken down into three primary categories: handling the majority of the administrative duties related to a production, assisting the director in production oversight during rehearsals, and direct responsibility for all backstage activity once the show opens.</i>
Stage Manager (Orchestrator)	<i>working with the Technical Director/Lighting Designer to track all light, sound, video and scenic cues in preparation for calling all performances. Attendance at (2) showings in the Winter Quarter, and all on stage and technical rehearsals is required along with working with student crews to prep and run the show.</i>

<b>DRAMATURG</b>	<i>working with the Director, designers, and playwrights (for new work) on script analysis, questions, and continuity. May conduct research to provide cultural and historical context to the work. Attends rehearsals as an advocate for the audience experience. Expected to create an educational resource (guide, lobby display, web page, video, social media campaign, etc.) in support of the production.</i>
<b>PUBLICITY/ MARKETING</b>	<i>working with the Director to assist in implementing publicity strategies and action plans for the production, including coordinate the production and/or content creation of marketing materials for the production, coordinate and schedule social media posts in collaboration with department student assistant. Additional duties and tasks will be decided based on the abilities of student and the needs of the show.</i>

## ASSISTANT DESIGNERS, TECHNICIANS, & DIRECTOR

<b>POSITION</b>	<b>DESCRIPTION</b>
<b>Assistant Costume Designer</b>	<i>working directly with the Costume Designer on all tasks assigned; involved in the design and implementation process in various capacities. Specific duties and tasks will be decided based on the abilities of the assistant and the needs of the show.</i>
<b>Assistant Director</b>	<i>working directly with the Director on all tasks assigned; involved in the rehearsal process in various capacities. Specific duties and tasks will be decided based on the abilities of the assistant and the needs of the show.</i>
<b>Assistant Lighting Designer</b>	<i>working directly with the Lighting Designer on all tasks assigned; involved in the design and implementation process in various capacities. Specific duties and tasks will be decided based on the abilities of the assistant and the needs of the show.</i>
<b>Assistant Make-Up Designer</b>	<i>working directly with the Make-Up Designer on all tasks assigned; involved in the design and implementation process in various capacities. Specific duties and tasks will be decided based on the abilities of the assistant and the needs of the show.</i>
<b>Assistant Scenic Designer</b>	<i>working directly with the Scenic Designer on all tasks assigned; involved in the design and implementation process in various capacities. Specific duties and tasks will be decided based on the abilities of the assistant and the needs of the show.</i>
<b>Assistant Sound Designer</b>	<i>working directly with the Sound Designer on all tasks assigned; involved in the design and implementation process in various capacities. Specific duties and tasks will be decided based on the abilities of the assistant and the needs of the show.</i>
<b>Assistant Technical Director</b>	<i>working closely with the Technical Director to take on larger, more independent projects as they relate to the construction and organization of scenery for Mainstage productions. This may include: researching, ordering and specifying materials for a project, turning scenic elevations into construction drawings, leading a crew of Stagecraft students through a project, assisting the Technical Director with load-in and strike</i>

## ASSISTANTS TO...

<b>POSITION</b>	<b>DESCRIPTION</b>
<b>ASST. to Costume</b>	<i>work directly with the Costume Designer, assisting with various production tasks assigned.</i>

ASST. to	<i>work directly with the Director, assisting with various production tasks assigned.</i>
ASST. to	<i>work directly with the Lighting Designer, assisting with various production tasks assigned.</i>
ASST. to Scenic	<i>work directly with the Scenic Designer, assisting with various production tasks assigned.</i>

## **PRODUCTION** *(cannot be taken concurrently with TH230/330 or TH225/325)*

<b>POSITION</b>	<b>DESCRIPTION</b>
1 <sup>st</sup> Hand/Asst.	<i>working with Head Draper to create patterns, cut out fabric, and work with stitchers to assemble garments assigned.</i>
Asst. Master Electrician/Light	<i>working closely with the Master Electrician, Lighting Designer and Tech Director to ensure the implementation of the lighting design for a mainstage production. This may include hanging, cabling, and focusing lights, organizing and managing all things electrical for the show; including stage lighting, practicals, and special FX, and color and gobos</i>
Backstage Crew (Orchesis)	<i>working with the Technical Director and Stage Manager to ensure the consistent run of production elements for Orchesis. Roles include sound board op, fly line ops and backstage crew.</i>
Charge Artist	<i>working closely with the Scenic Designer, responsible for the painting of the scenery. Excellent craftsperson skills, capable of working in a variety of media and styles. Responsibilities may include leading a crew of Stagecraft students through a painting project.</i>
Costume Crafts Asst.	<i>working closely with the Costume Designer to take on a role or independent project related to costumes or costume craft for a Mainstage production. Work with the Costume Designer to build all craft items. May include: Dyeing fabric, sculpting, painting, stenciling, millinery, foam work, armor, umbrellas, etc.</i>
Light Hang/ Focus Crew	<i>working with the Lighting Designer, Master Electrician, and Technical Director, this crew will be responsible for the hang, cable and focus of all lighting elements for the quarter's Mainstage production. The majority of all work will happen during load-in week. Additional work thru tech to opening. Strike is required.</i>
Make-Up Crew Head	<i>works closely with Make-up Designer to understand needs of production. Sets up tutorials with actors and make-up crew to teach/learn how to achieve the designer's vision and make-up effects. Leads make-up crew each show night by applying and removing make-up to actors and/or supervising actors applying make-up. Responsible for clean-up of area each night. Must attend strike.</i>
Make-Up Crew	<i>attends and participates in tutorials with actors to teach/learn how to achieve the designer's vision and make-up effects. Applies and removes make-up to actors and/or supervises actors applying make-up. Responsible for clean-up of area each night.</i>
Master Carpenter	<i>working closely with the Technical Director to take on larger, more independent projects as they relate to the construction of scenery for Mainstage productions. This may include working independently on more complex scenic units or supervising Stagecraft students that work with them on those projects. Students will use drawings and verbal instructions to take projects through the stages of development until completion.</i>

<b>Programmer</b>	<i>working closely with the Lighting Designer to execute the lighting design for a mainstage production. This may include operating the light board for hang/focus, patching the show, programming palettes, moving lights and cues, working with the Light Board Operator (LBO) to transition to performance.</i>
<b>Programmer (Orchesis)</b>	<i>working closely with the Lighting Designer to execute the lighting design for the mainstage dance production. Typical work will include patching the show, programming palettes, moving lights, effects and cues. This position will include operating the light board for all technical rehearsals and performances.</i>
<b>Props Master</b>	<i>working closely with the Scenic Designer to take on a larger, more independent role in the facilitation of the props for a mainstage production. Responsibilities may include the design, construction, acquisition, supervision of the properties crew, organization and management of props; including rehearsal props, prop tables, set dressings, and consumables.</i>
<b>Props Assistant</b>	<i>responsible for assisting the Properties Master and Scenic Designer in their roles. Specific duties and tasks will be decided based on the abilities of the assistant and the needs of the show.</i>
<b>Sound Tech</b>	<i>assists with the technical aspects of handling audio equipment and audio support backstage during the run of a production. Specific duties and tasks will be decided based on the abilities of the tech and the needs of the show.</i>