

## **Welcome to The Last Resort Players community theater !**

If you are new to community theater, this handbook will be a great source of information. If you have experience in our theater, this can be a refresher course in The Last Resort Players job descriptions and policies.

### **Last Resort Players Job Descriptions:**

These nonexclusive descriptions are only presented as guidelines of responsibility for various positions. Experience alone will help you understand what really needs to be done. Oftentimes one person will handle more than one area of responsibility, or another may work with someone else to get everything done before opening night. No matter how one decides to become involved with our production, "The show must go on!"

### **Producer:**

In the community theater, the producer functions primarily as the person who "gets it done".

The "go-between" the Stage Director and the "co-producing" Board of Directors.

Obtain contracts for rights to present the play and get authorized signature from Board.

Reserve locations for sign-ups, auditions, rehearsals, performances and set construction.

With the Stage Director, prepare a budget for Board approval.

Revise budget if necessary and supervise expenditures within budget guidelines.

Obtain a sufficient number of scripts for the cast and crew to conduct rehearsals.

Locate sources of scenery, prop, costumes, lighting and sound equipment.

Takes a list of members that are approved to sign for building supplies, to local hardware and building supply stores.

Direct publicity and promotion.

Coordinate selection of poster art and present to Board for approval.

Oversee production to ensure meeting budget, contract obligations, and legal requirements.

Oversee managers of publicity, business, tickets, programs and house.

Arrange for food between performances where required.

Prepares bill for payment by Board.

Return all rented/borrowed materials and dispose of everything not being retained for future productions.

Responsible for distributing and returning to the LRP President three sets of keys for the FEC before and after the production.

Arrange cast party.

### **Director:**

The director should be the person in charge of the entire production, in respect of how it is accomplished, dressed and performed within the budgeted financial constraints approved by the Board.

All production staff follows the advice of the Director.

Conduct auditions and oversee the selection of cast along with Musical Director and Choreographer.

Interpret the play and communicate the concept to everyone involved with the production.

Coordinate the work of the Musical Director, Choreographer, Designers and Actors.

Design, or have designed the setting for each scene of play.

Compile the property list.

Approve all plans for scenery, props, lighting, sound, costumes, make-up and hairstyles.

Lay out rehearsal schedules.

Conduct all rehearsals.

Supervise all artistic interpretations to obtain consistency.

### **Stage Manager:**

Once a show opens, the Stage Manager should be the person in charge. The stage manager needs to be organized, reliable, efficient, diplomatic and assertive.

Assist the Director during rehearsals as requested.

\*Record blocking during rehearsals

Work backstage during final rehearsals and performances to execute the Director's wishes regarding lighting, sound, scene changes, curtains and all other backstage activities.

\*Make sure sets and props are ready before performance.

\*Make sure technical crew knows how much time they have before the house opens.

\*Call light, set, and sound cues during performance.

\*Assure that all cast members are in costume and make all entrances at the appropriate times.

Maintain backstage order with the cast and crew.

\*Call the cast together before and after a performance for notes.

\*Call ½ hour, 15 minutes, 5 minutes, and places before curtain to cast and crew.

### **Musical Director:**

Conduct singing auditions with Director for principal roles.

Set all musical rehearsal schedules.

Supervise all singing and accompaniment rehearsals.

Assemble musical accompaniment personnel.

Set standard for orchestra regarding dress, punctuality and behavior.

Decide on instrumental configuration, orchestra, or other musical accompaniment.

Control tempos, rhythm, loudness and softness of music as appropriate to support stage actions.

Cue musicians and performers.

### **Choreographer:**

Recommend to Director the number and types of dancers required.  
Conduct dance auditions.  
Create and teach all dance numbers and conduct all dance rehearsals.  
Assist Director with movement and blocking of singing numbers.

### **Scenery Designer:**

Supply specifications/drawings for the construction and painting of scenery.  
Select /designs sets.  
Supervise all special effects including projections.  
Oversee all placement and shifting of sets and props.  
Supervise dismantling and storage of material after closing.

### **Properties Manager:**

Obtain hand props meeting Directors specifications.  
Obtain properties attached to scenery. (curtains, pictures etc.)  
Obtain mechanically produced stage and sound effects.  
Place props backstage so actors have appropriate props as they go on stage.  
Return props on loan to original owners after closing.

### **Lighting Director:**

Plan all stage lighting that meets the requirements of the Director.  
Make lighting plots and schedule.  
Supervise placement and focusing of lighting instruments.  
Acquire special lighting equipment as needed.  
Oversee operation of the lighting board.

### **Sound Designer:**

Supervise the operation of the sound control console.  
Creates or obtain recorded music and sound effects.  
Mix sounds  
Amplify performer's voices and musical instruments.  
Oversees distribution of lapel microphones to performers.

### **Costume Designer:**

Acquire all costumes and accessories that meet the Directors specifications.  
Design/sew costumes when necessary.  
Purchase ready made items or rent from costume houses when appropriate.  
Supervise fitting of costumes.  
Conduct a costume showing for Director prior to dress rehearsal.

## **Actor:**

The actor brings alive the characters, emotions and events of the chosen play or musical.

The actor accomplishes this by :

Understanding the role and how it fits with the other parts in the play.

Taking direction from only the Director.

Lots of practice!

## **Other jobs that can be appointed as needed:**

**Assistant Director**

**Assistant Stage Manager**

**Make-Up Designer**

**Publicity/Media Manager**

**Stage Crew Manager**

**Seamstress**

**Dressers**

**Remember-** Not everything can be learned from reading, some things have to be lived! Doing any of these jobs creates growth, understanding and appreciation of the need for collaboration between everyone involved in a production.

These job descriptions may change slightly with different productions.

## **The Last Resort Players expectations of it's cast members.**

Write down dates and times for rehearsal. Come a few minutes early to get settled in so you can start at the appointed time. Being on time is appreciated by everyone.

Take care of your script and mark only in pencil as they are rented and must be returned in good condition.

Take your directions only from the director and do not argue. Your Director is more familiar with the total look of the play and is responsible for bringing across the writers intent. Resist the urge to offer advice to fellow actors. Address your needs, questions and doubts to the Director.

Care for your costume! Costumes are either rented and need to be returned -or- specially made and will be re-used for another production. Do not leave your costume in a pile on the floor, hang it up. Do not eat in your costume. It's hard to get out last minute spots and stains. Your Costume Designer will assign or make you a costume according to the Directors specifications. If you have difficulties with the costume, talk to the designer and they will consult with the director.

Do not ever be seen by the audience in full costume before a performance unless it is part of the production. Once you are in costume, stay backstage.

Be on time for make-up! Learn to put on your own base make-up, blush, lipstick and eye make-up. Character make-up that requires changes to your natural appearance will be done by the Make-up Designer.

Do not touch any props backstage. Never move any props unless you are asked to do so by the Prop Master. Props are placed in strategic locations for use during a performance. If a prop is out of place and not easily located it can disrupt the entire production.

Do not sit on any furniture props- they may be rented or on loan. A good rule is: If it doesn't belong to you, don't touch it.

Check your props before each performance. Make sure they are where they need to be.

Do whatever the Stage crew/manager tells you to do during performance. When a crew member tells you to do something, it's for the good of the show. If you have a problem with the request, do it anyway and argue later. Don't talk in the wings unless it's essential to the show.

Be quiet while a performance is in progress. Stay out of the way of stage crew and actors that need to be on stage.

Stay backstage or in the Greenroom until you are cued for your part.

Sign-in before every performance.

No alcohol before or during rehearsals or performances.

Please smoke at least 20ft away from the back stage doors.

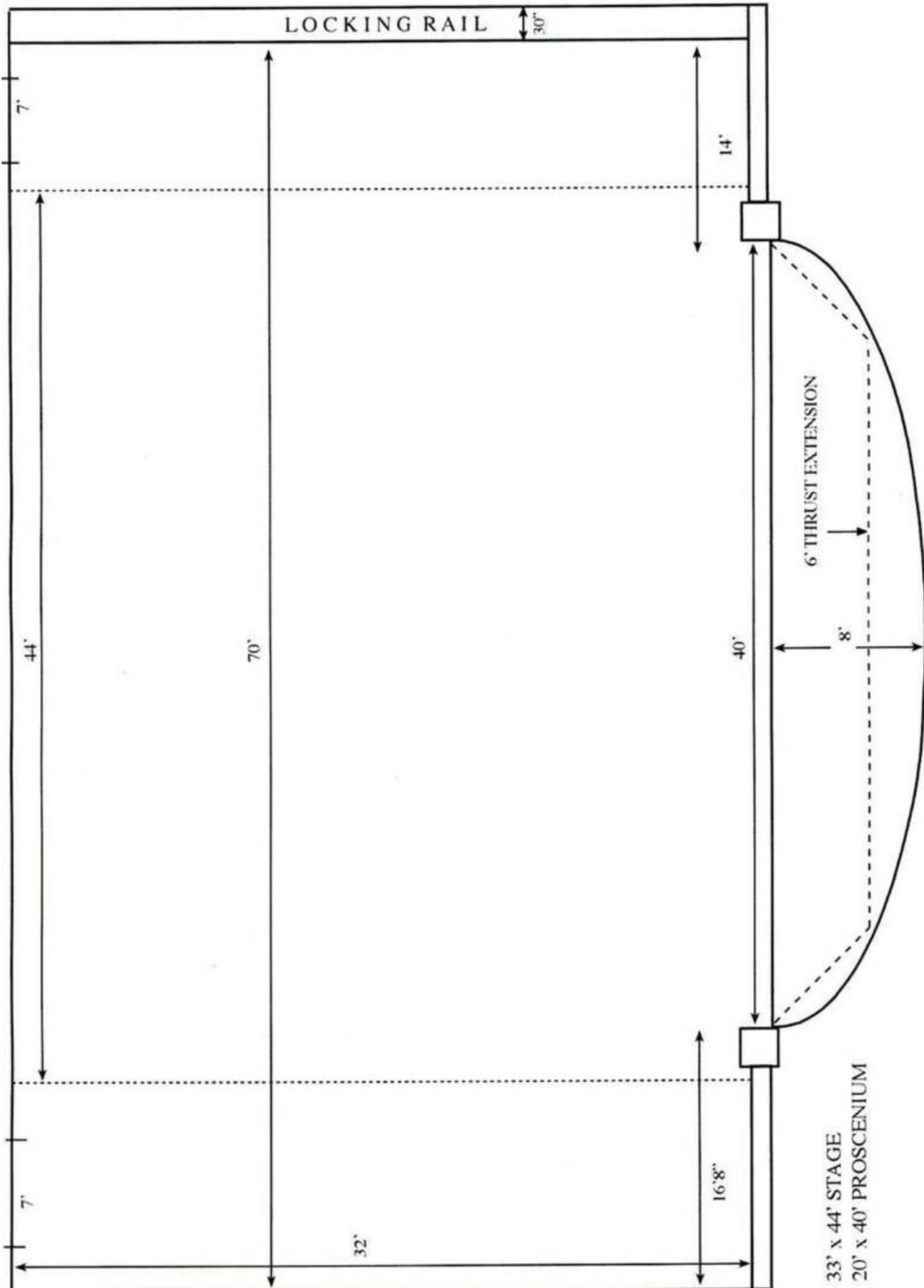
Watch the production on the monitors, not from the wings.

Clean up your area in the dressing room after every performance and throw trash away.

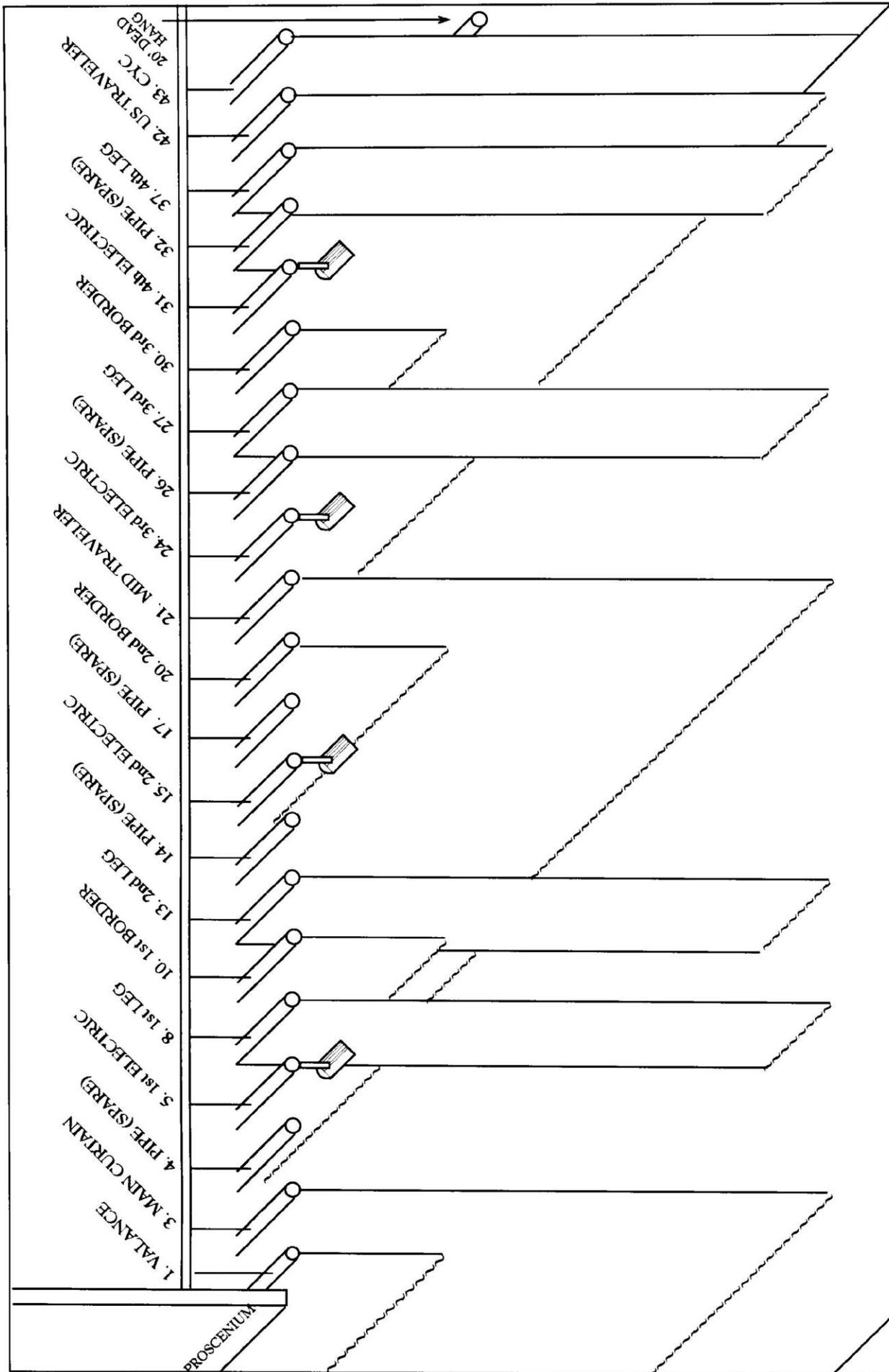
Remember to thank the stage crew for their very important contribution to the production. The curtain could not go up without them!

## **Glossary**

<b>Apron</b>	The part of the stage in front of the curtain
<b>Back drop</b>	The curtain at the rear of the stage painted to simulate a scene or structure.
<b>Borders</b>	Overhead curtains which mask the stage lighting overhead.
<b>Business</b>	Actions which supplement or assist in explaining the character, or the pace of the action.
<b>Call</b>	The arrival time backstage for cast members to prepare for the performance. The call for your entrance.
<b>Cast</b>	The acting members of a play. Chorus, dancers and Actors, some with lines and some without speaking parts.
<b>Cyclorama</b>	The white curtain at the rear of the stage.
<b>Downstage</b>	The front of the stage area that is closest to the audience.
<b>Dressing the Stage</b>	Putting the finishing touches on stage needed to create atmosphere.
<b>Effects</b>	Sound and visual effects created on and off stage.
<b>Flats</b>	Wooden or canvas frame structures which make up the sets
<b>Flies</b>	Flats suspended on poles that can be raised and then lowered onto the stage as scene changes.
<b>Property</b>	Moveable objects which are necessary to the production.
<b>Proscenium</b>	The opening which frames the stage.
<b>Stage Left</b>	The stage area to the actors left.
<b>Stage Right</b>	The stage area to the actors right.
<b>Set</b>	The flats and other objects making up the enclosure for the scenes in the play, both interior and exterior.
<b>Strike</b>	The removal of a prop or piece of furniture on the stage and/or dismantling the entire set at the closing of the show.
<b>Upstage</b>	The back of the stage away from the audience.
<b>Wings</b>	The area on either side of the stage out of view of the audience and is masked by curtains "legs".



33' x 44' STAGE  
 20' x 40' PROSCENIUM



FLORENCE EVENTS CENTER  
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 KEVIN RHODES - OPERATIONS MGR.  
 LINE SETS NOT TO SCALE