



Kingsclere Players

**Production Roles and
Responsibilities
Handbook**

Version 1.0

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Version number	Date adopted	Adopted by
1.0	09 July 2024	KP Committee

PRODUCER (PRODUCTION TEAM)

The Producer's role is that of overall organiser who brings all the aspects of the show together for opening night. The Producer has the ultimate responsibility of ensuring that the show is ready to open on the night scheduled.

The Producer's (Production Team's) responsibilities include, but not limited to:

- Agreeing a draft budget with the Elected Committee for the production
- Being responsible for keeping a check on all expenses, ensuring that the production does not go over budget without agreement from the Elected Committee
- Collecting the keys and accepting overall responsibility of unlocking and locking the doors to the theatre/rehearsal space (including securing the theatre between matinee and evening performance on the same day) Although this task may be allocated.
- Making all necessary bookings for rehearsal space and performances following consultation with the Director and arranging for entry or a responsible keyholder
- Arranging for the purchasing or photocopying of scripts
- Arranging copyright permission from the agent or publisher - before rehearsals start!
- Circulating rehearsal schedule information to cast/crew, together with any updates following consultation with the Director
- Working in conjunction with the Director to find a Stage Manager, Lighting and Sound Technician, Set Designer, Wardrobe Supervisor (together with any other identified key role for the production, such as Musical Director, Choreographer, Front of House manager, Prompter, Properties Manager, etc.), and to organise a pre-production meeting including all these people
- Keeping the production crew on track in their designated roles
- Keeping an eye on all publicity, double check that tickets and programmes are ready
- Deciding with the Elected Committee and Director any complimentary tickets to be given - these should be kept to a minimum (after all, everyone has worked hard to bring the production to fruition and there are many bills to be paid!)
- Liaising with the Front of House Manager to ensure staffing and appropriate arrangements are in place
- Designating workers well in advance for any other activities related to the production
(such as the preparation and selling of food or drink, raffles etc.)
- Keeping the Elected Committee up to date on progress and any problems encountered
- Attending relevant Elected Committee meetings during rehearsals

DIRECTOR

The Director is responsible for everything that happens on the stage. It is important that the Director works closely with the Producer (Production Team), the Stage Manager and the Sound and Lighting Technician.

The Director's responsibilities include, but not limited to:

- Organising advertising of the audition dates(s) well in advance
- Auditioning and casting
- Drawing up a rehearsal schedule, to be distributed by the Producer (Production Team)
- Having plans for the sets ready before rehearsals begin
- Keeping the Producer (Production Team) up to date on progress of show and of any difficulties that may arise
- Working in conjunction with the Producer (Production Team) to select the Stage Manager, Choreographer, Musical Director, Costume Supervisor, Set Designer, Set Painters, Sound and Lighting Technician
- Checking any artwork to be used in connection with the show
- Checking with the Producer (Production Team) regularly that all related activities are being covered
- Maintaining a firm grasp on the cast and the rehearsal schedule
- Being unafraid to make decisions regarding the performance
- Being available to cast members for discussion of problems that arise

Please note!

1) Any issues between the group and outside organisations (e.g., Hall Committee) should be dealt with by the Producer.

2) Any issues within the cast should be dealt with by the Director.

- Preparing a Directors Report at the end of each production regarding any problems and/or recommendations. This report should go to the committee.

STAGE MANAGER

The Stage Manager takes over responsibility for the stage from the Director after the technical rehearsal.

The Stage Manager's responsibilities include:

- Measuring of the stage area that will be used before the first rehearsal begins and letting the Director know this measurement
- Working out a Stage Manager's rehearsal timetable in conjunction with the Director
- Choosing an efficient stage crew
- Ensuring the crew all have the most up-to-date copy of the script available from the Director
- Ensuring health and safety of cast and crew at all times in the theatre
- Ensuring that all set and stage props are in safe working condition for the use being made of them, carrying out a risk assessment for the production, identifying any hazards associated with the production, and developing appropriate controls to remove or minimise these in conjunction with the Director
- Knowing the positioning of the stage settings/props on stage and where they are to be placed when not on stage
- Checking props on the props table before each performance, including liaising with the Props Manager regarding any loss or damage
- Checking condition of the set before each performance
- Working in harmony with the actors, as well as with the stage crew
- Ensuring that all stage crew know exactly what to do, and do it efficiently and swiftly (this requires rehearsal with and without the cast)
- Liaising with the Lighting and Sound Technician and/or Front of House Manager, as required, to ensure an agreed procedure for operation of house lights at the start of the show, at intervals, and at the closing of the show, including any walk down or encore(s)
- Setting out all seats in accordance with the seating plan
- Checking that all stage lights are out after the show and the stage re-set for the next performance
- Presiding over the dismantling of the set and seating following the last performance
- Supervising the clearing out after the last performance and final returning of keys (if required), unless there is an after-production party in the theatre, in which case the keys may be given to another designated person for returning
- Preparing a Stage Manager's Report at the end of each production regarding any problems and/or recommendations. This report should go to the committee.

SOUND AND LIGHTING TECHNICIAN

The Sound and Lighting Technician and crew are a very important unit of any production and need to work closely with the Producer (Production Team) and Director of a show.

The Sound and Lighting Technician's responsibilities include:

- Attending any pre-production meetings necessary, as advised by the Producer (Production Team)
- Arranging the best time to set-up the lighting and sound before the production, and arranging for any assistance needed for getting the equipment in place
- Attending, as a minimum, the last rehearsal prior to the dress rehearsal, so that they are completely familiar with the script entrances, exits, music and effects
- Liaising with the Producer (Production Team) and Director about any particular effects required
- Being responsible for the safety of all sound and lighting equipment
- Liaising with the Stage Manager, particularly regarding blackouts and scene setting/changes
- Liaising with the Musical Director or Conductor, if a band is used
- Liaising with the Stage Manager and Front of House Manager, as required, to ensure an agreed procedure for operation of house lights at the start of the show, at any intervals, and at the closing of the show, including any walk down or encore(s)
- At the end of each rehearsal or performance, ensuring all technical equipment is switched off and made safe
- At the end of the last show, carefully packing up all of the equipment, ensuring that any hired equipment is ready to go back to the hirers
- At the conclusion of a show, reporting any breakages, blown bulbs etc. or malfunction of equipment to the Producer (Production Team)

SET DESIGNER

The Set Designer's role is that of overall organiser of managing the design, build and decoration of the set for the production, and has responsibility for ensuring that the set is completed and ready for the move-in to the theatre in good time for the technical rehearsal.

The Set Designer responsibilities include:

- Working with the show Director to produce a set design to meet the Director's vision for the production
- Working with Producer (Production Team) to put together teams to build and paint the set
- Providing Producer (Production Team) with estimates of materials required
- Being responsible for keeping a check on all expenses, ensuring that the production does not go over the agreed budget without agreement with the Producer (Production Team)
- Keeping the Producer (Production Team) up to date on progress, and any problems encountered
- Attending any relevant Production meetings during rehearsals
- Liaising with the Stage Manager regarding a final set risk assessment prior to the Technical Rehearsal, and to handover full responsibility for the set to the Stage Manager at that point
- Working with the Stage Manager to ensure that the set can be transported and fit into the planned venue

COSTUME SUPERVISOR

The Costume Supervisor's role is that of overall organiser for the provision of cast costumes ready for the move-in to the theatre in good time for the technical rehearsal.

The Costume Supervisor's responsibilities include:

- Work with the show Director to source or make appropriate costumes to meet the Director's vision for the production
- Work with Producer (Production Team) to put together teams to make or alter costumes, as appropriate
- Provide Producer (Production Team) with estimates of materials required
- To be responsible for keeping a check on all expenses, ensuring that the production does not go over the set budget for costumes without agreement of the Producer (Production Team)
- Keep the Producer (Production Team) up to date on progress, and any problems encountered
- Attend any relevant production meetings during rehearsals
- To make sure that all costumes are suitably stored in the theatre in time for the dress rehearsal
- Make any adjustments or repairs to costumes, as necessary, during the run of performances
- Supervise the dressing room at all times during rehearsals and shows
- At the end of the production, collect all costumes from the cast, and prepare for transport back to stores, or return to those from whom borrowed
- Take responsibility for ensuring that the dressing room(s) are left clean and tidy at the end of the last performance

PROPERTIES MANAGER

The Properties Manager's role is that of overall organiser for the provision of props for the production.

The Properties Manager responsibilities include:

- Working with the show Director to source, or arrange the making of, appropriate props to meet the Director's vision for the production
- Providing Producer (Production Team) with estimates of any materials required
- Being responsible for keeping a check on all expenses, ensuring that the production does not go over the set budget for props without agreement of the Producer (Production Team)
- Keeping the Producer (Production Team) up to date on progress, and any problems encountered
- Making sure that all props are available as soon as possible in order to allow the cast time to be familiar with them
- Making any adjustments or repairs to props, as necessary, during the run of performances
- At the end of each performance, ensuring that props are repositioned for the start of the next performance
- At the end of the production, collecting all props from the cast, and preparing for transport back to stores, or returning to those from whom they were borrowed.

PERFORMERS

Performers are the backbone of any theatre group, but do not work in isolation. They should be prepared to assist, when required, with other tasks necessary to mount a production. A performer must be a financial member before opening night.

Performers' responsibilities include:

- Ascertaining at the audition that the rehearsal times, dress rehearsals and scheduled performance dates are suitable and can be given 100% commitment. Very few excuses justify a missed rehearsal, but, if it is unavoidable, letting the Director know early so that the schedule may be adjusted, if necessary
- Making every effort to learn all their lines by the appointed time set by the Director
- Working with the Director and others in the cast as part of a team. Learning and annotating stage directions and stage positions are as important as learning lines
- Understand that a Directors requests are positive comments to enable you to achieve the best performance personally and collectively for the production
- Communicate with the Director or Safeguarding officer early if you are having any issues or concerns with your part, performance or other performers. (Remember performing can be physically and emotionally draining and suffering in silence is not the answer)
- Being punctual for all rehearsals and performances. Usually every minute counts when putting on a show
- Being prepared to sit quietly when others are rehearsing
- Accepting responsibility for their own make-up (dependent upon age/experience) unless the show demands special make-up
- Accepting responsibility for the instructions from the costume team regarding their own costumes during the run of the play
- Notifying the Costume Supervisor if any repairs become necessary
- Ensuring that all props are returned to agreed location at end of each show
- Undertaking to promptly return all professional scripts to the group. These should only be marked up in pencil, and these annotations erased before return
- Making every effort to be quiet backstage during a performance. Backstage noise carries to the audience
- Avoiding being seen in costume by the audience before a show, unless specifically directed
- Appreciating that any gift/cards to the Director or production team are of a personal nature and, as such, are paid for by the cast, not the organisation
- Being prepared to help fellow actors, physically and emotionally

PROMPTER

The Prompter's role is to provide support for the Director and cast, during rehearsals and performances.

The onus is on the Prompter to:

- Work with the show Director to support the cast, as and when the need arises
- Ascertain that the rehearsal times, dress rehearsals and scheduled performance dates are suitable and can be given 100% commitment. Very few excuses justify a missed rehearsal, but, if it is unavoidable, let the Director know early so that a temporary substitute can be arranged
- Be available to attend all rehearsals from the time of 'books down', or as otherwise indicated by the Director
- Maintain an annotated copy of the script, updated as necessary, for their own guidance and that of any temporary substitute, if required
- Be familiar with the cast, their actions and the pace of a performance at all times, as well as any 'dramatic pauses'

FRONT OF HOUSE MANAGER

Front of House workers need to be as well organised as everyone else connected with the show.

The Front of House Manager's responsibilities include:

- Choosing an efficient front of house team
- Allocating duties to front of house staff, ensuring that they know what they have to do
- Checking with the Director/Producer if there is a theme which requires outfits worn by front-of-house staff
- Checking with the Director/Producer if there is a display or a theme to be set up in the theatre itself
- Setting up front of house early on the day of performance
- Ensuring all the front of house team arrive at the theatre at least thirty minutes before the doors open
- Making sure that a ticket table is set up in the entrance. This table should be manned at all times after the audience starts to come in, staying at the table for a little time after the show starts to accommodate late-comers
- Having appropriate floats for tickets, raffle, etc. together with appropriate receptacles for the money
- Ensuring that ticket, raffle, programme, etc. monies are kept separate
- Handing all monies over to the Treasurer each night, unless otherwise instructed
- Checking with the Stage Manager when the Director and cast are ready to hand over the auditorium to front of house in order to let the audience in
- Checking with the Stage Manager to clarify when front of house are ready for the performance to start
- Liaising with the Stage Manager and Lighting and Sound Technician, as required, to ensure an agreed procedure for operation of house lights at the start of the show, at any intervals, and at the closing of the show, including any walk down or encore(s)
- Checking that the front of house and auditorium are left clean and tidy after the show
- Helping to stack away chairs after the final performance and dismantle any 'dressing' of the front of house.

PUBLICITY AND MEDIA PROMOTIONS

Publicity and media need to be involved early in a production, ensuring banners, posters and media updates are prominent and relevant.

The publicity and media promotions responsibilities include:

- Designing and obtaining costs for banners and posters, liaising with the Producer (Production Team) to confirm and once confirmed place orders and upon receipt of goods, ensure prompt distribution and placement of promotion material.
- Ensure all media outlets (website, instagram etc) are up to date with current information
- Liaise with other local organisations/groups to promote the production
- Organise with local radio for interviews/publicity
- Organise with local newspapers for articles/publicity
- To be responsible for keeping a check on all expenses, ensuring that the production does not go over the set budget for publicity without agreement of the Producer (Production Team)
- Keep the Producer (Production Team) up to date on progress, and any problems encountered
- Attend any relevant production meetings during rehearsals

