



# **Exeter-West Greenwich Drama**

## **Production and Volunteer Roles and Responsibilities Handbook**

## **PRODUCTION TEAM ROLES**

### **DIRECTOR**

The Director is responsible for bringing the production to life in an entertaining way. The Director is the person with the ultimate control over the artistic and financial side of the production. In the case of EWG Drama, the Director also selects the production and obtains the rights to the play or musical and may take the responsibility for much of the Producer's role. At EWG, the Director may also take into account allotted budgets while acting as Set Designer, Lighting Designer and Sound Designer:

- Draws up plans for construction.
- Supervises the gathering of set pieces, painting, set decoration, props, etc.
- Creates lighting and sound design, identifying available and additional equipment needed.
- Supervises hanging and focusing of lights and sound equipment prior to tech rehearsals.
- Arranges for purchase and/or rental of additional light and sound equipment as needed.
- If cast is to be miked, supervises fittings and sets proper levels with Stage Manager.
- Supervises writing of sound and light cues in conjunction with Stage Manager.
- Identifies and hires Musical Director, Choreographer, Costume Designer, Photographer, and Videographer, as necessary.

### **PRODUCER**

A person in Hollywood used to introduce himself by saying "I'm a producer. I make things happen." In the case of EWG Drama, the producer works hand-in-hand with the Director and is responsible for the business success of a production, like raising or administering the money, setting schedules and deadlines, publicizing the show, and coordinating and overseeing all of the Parent Volunteer Roles.

### **MUSICAL DIRECTOR**

Optional position, arranged as needed for musical productions. Responsible for all music in the production, including vocal (singing) and instrumental. In the case of EWG Drama, the Musical Director works with the Director to make decisions related to musicians and vocalists. The Musical Director does arrangements of the score where necessary, runs music rehearsals with orchestra and singers, and conducts musicians in performances.

### **CHOREOGRAPHER**

Optional position, depending on the needs of the show. Creates dances and movement for musical numbers in the production, working with the Director to assure each character's proper development through movement. Teaches the dances to the cast in movement rehearsals, and assigns one of the performers to be "dance captain" in his or her absence. May be student.

### **VIDEOGRAPHER**

Responsible for videotaping at least one show performance, editing the footage to include at a minimum the show title and performance dates, and providing a master copy of the final edit to the Director within 4 weeks of the final performance. The Videographer must attend at least one tech week rehearsal to familiarize themselves with the staging of the production. Videographer must provide necessary recording equipment or work with Director to obtain such from the Sr High Business Media Technology Department, arrive at least thirty minutes before showtime, and ensure that all equipment and batteries are sufficient to support recording of the entire performance. May be student.

## **EWG STUDENT ROLES**

### **STAGE MANAGER (SM)**

In EWG Drama, the Stage Manager, or SM, works closely with the Director and Producer to ensure a successful production. The SM's responsibilities straddle the artistic and technical realms, and make forays into the business realm as well. The SM is responsible for monitoring and completing the Production Checklist for each show. While the SM may delegate or share responsibilities with one or more Assistant Stage Managers (ASM), as well as others assigned to props, costumes, and the like, he or she is ultimately responsible for everything onstage and backstage, including the dressing areas. The SM's duties include:

During Rehearsal Period:

- Must be present at all rehearsals
- Create and maintain accurate, up-to-date list of all cast and crew to include contact information (name, email, phone) for students and parents/guardians
- Maintain the prompt book, noting all changes, additions, or deletions to the script
- Record the director's blocking in the prompt book, for later reference
- Ensure presence of necessary personnel for each rehearsal, calling no-shows as necessary
- Set up rehearsal room: arranging for furniture, rehearsal props, and rehearsal costumes to be available as needed; at end of rehearsal, secure all props, costume pieces, etc., and close room
- Coordinate outdoor sign painting and set-up in appropriate locations
- "Sit on book" when actors are off book, prompting as necessary
- Give line notes after each rehearsal, informing actors when lines have been said inaccurately

During Technical Rehearsals:

- Consult with director to determine load-in and tech schedule
- Supervise load-in and technical rehearsals, and determine when actors are needed
- Write sound, light, and other technical cues in the prompt book
- Plan set changes and arrange for and rehearse needed personnel
- Creation/updating production Run Sheets
- Coordinate backstage personnel as needed for costume changes, live sound, and so on
- Supervise placement and spiking of onstage furniture, as well as placement of Glo-tape on and offstage as needed

During Run of the Show:

- Make sure dressing and backstage areas are clean and free of debris
- Supervise preset of stage and backstage areas, including furniture props, and costumes
- Ensure that all personnel are present in the theatre at their assigned call times
- Give calls to cast at regular intervals to alert them to how long to curtain
- Consult with Director and House Manager as to when house will be opened, and alert cast
- Consult with Director as to when places is to be called, and alert cast
- Check communications between SM station, backstage, and front of house personnel
- Call sound and light cues for each performance
- Stop the performance in case of emergency, and have access to PA system to alert audience and theatre personnel
- In absence of the Director, give acting, blocking, and/or script notes when needed

**ASSISTANT STAGE MANAGER (ASM)**

Assists the Stage Manager in performing the SM's various tasks. During the show, the ASM is typically backstage and in cell phone contact with the SM in the sound booth in case of problems.

**RUNNING CREW**

All those who work backstage or in the booth in order for the show to run smoothly. They may include operators for the light board, follow spot(s), sound, and special effects; dressers; set changers; and hair, wig, and makeup stylists.

**SUPPORTING CREW**

All those who work to support pre-production efforts, ie set building, sign painting, headshot board preparation, etc., and serve in supporting capacities on show days, ie ushers, concession and raffle workers, etc.

## **EWG PARENT VOLUNTEER ROLES**

### **VOLUNTEER COORDINATOR (VC)**

The Volunteer Coordinator organizes parent and student volunteers for advanced ticket sales, tech week needs, and production volunteer needs through the use of an online volunteer scheduler, such as Signup.com. The VC coordinates and oversees all of the parent volunteer roles. This requires a high level of commitment, especially in the absence of a Producer. The volunteer may vary by show.

### **SPONSORSHIP COORDINATOR**

The Sponsorship Coordinator develops a plan to target sponsorship opportunities for the program, major raffle items and any other areas desired. This volunteer creates and distributes the letter to solicit sponsors, solicits sponsorships directly, coordinates sponsorship submissions, finalizes program layout requests, confirm payments and distributes letter of thanks with copies of show programs to sponsors at the end of the season. This person also ensures that major raffle items are solicited from local theaters and other appropriate venues. This volunteer works closely with the Program Creator for each show. It is preferred that this volunteer commits to a full school-year commitment in order to provide consistent coordination of sponsorships across shows.

### **PROGRAM CREATOR**

The Program Creator organizes the creation, currently via Google Slides, and printing of the show program. When creating the program, the Program Coordinator works with the Stage Manager and Director to ensure that all show information is presented accurately and all cast and crew are recognized appropriately, and with the Sponsorship Coordinator to ensure that sponsorship ads are placed appropriately. The Program Creator then coordinates the printing of the program. Templates from previous shows will support this work, but this position requires a high level of detail and a 3-4 week commitment culminating about 3 weeks prior to the show. This volunteer may vary by show but preferably a full season commitment.

### **HOUSE MANAGER**

The House Manager oversees the Box Office, Concessions, Raffles/Fundraisers, Ushers and Appreciation Presentations during the show itself, including preparing lobby informational signs and preparing, counting and reporting all money collected. The House Manager works closely with the Volunteer Coordinator to ensure that all volunteer needs are met for each performance. This volunteer needs to be present for each show. This position requires a high level of commitment for a short period of time immediately approaching and during the show itself. This volunteer may vary by show.

### **COSTUME DESIGNER/COORDINATOR**

Optional position, depending on the needs of the show. Discusses costume requirements with the Director. Designs and/or selects costumes (from rental houses, cast members' wardrobes, and so on) subject to approval and budget. Takes measurements of cast members, conducts fittings, tailors and adjusts pieces as necessary. Organizes quick changes when necessary, adapts costumes to permit same, and trains and rehearses dresser(s) to perform the changes, in coordination with the Stage Manager. May be parent volunteer with student serving as Costume Assistant.

### **POSTER DESIGNER:**

Creates poster design using original or licensing artwork. Includes creation of several design layouts: 8.5x11 flyer, program cover and 24x36 poster. Final artwork must be delivered to Director, Producer and Marketing/Publicity Coordinator eight (8) weeks before production. May be a student.

### **LOBBY DESIGNER**

The Lobby Designer plans, organizes and coordinates the volunteers to complete three main tasks related to lobby decoration: decorating the lobby area, decorating the knight, and creating the head shot board of the cast and crew. The commitment of this position can vary greatly from completion of the actual tasks or coordination of others completing individual tasks, depending on how the volunteer chooses to carry this out. This position requires a moderate level of commitment with a mix of offsite and onsite coordination. This volunteer may vary by show. May be a student.

### **T-SHIRT COORDINATOR**

The T-Shirt Coordinator works with the Director to plan or work with a designer (adult or student) to design a show shirt, and then promotes and coordinates orders and distribution of the shirts. This position requires a moderate level of commitment, most of which can be completed offsite. This volunteer may vary by show.

### **MARKETING/PUBLICITY COORDINATOR:**

Works with the Director to plan and implement various marketing tasks such as: coordinate printing and distribution of show posters; media notifications; school promotions; social media posts; online calendar submissions; and brainstorm and arrange publicity opportunities (ie Meet the Character events at the local library). The commitment of this position can vary greatly from completion of the actual tasks or coordination of others completing individual tasks, depending on how the volunteer chooses to carry this out. This position requires a low to moderate level of commitment with a mix of offsite and onsite coordination. This volunteer may vary by show.

### **RAFFLE/FUNDRAISER COORDINATOR:**

Serves as lead organizer to define raffle/fundraisers for each show, coordinates materials, ie submission of raffle baskets, creation of stars for Stars for Stars fundraiser, etc., and prepares signs needed to support such activities at the shows. The Raffle/Fundraiser Coordinator will also communicate with the School District Superintendent to gain approval for fundraisers and work with the House Manager to carry out raffles and/or other fundraisers (like Stars for Stars) during the show. This requires a moderate level of commitment. This volunteer may vary by show.

### **POST-PRODUCTION PACKET COORDINATOR:**

Duplicates DVDs and organizes the creation and distribution of post-production packets (including poster, ticket, program, DVD and photo-board picture with title block) for each member of the cast and crew. This requires a moderate level of commitment in the month after the show. This volunteer may vary by show.

**PHOTO COLLAGE CREATOR:**

Obtains photos from the photographer and uses them to design, print, frame and submit a 16x20 show photo collage to be hung in the auditorium. This volunteer ensures that leads are included prominently and that all cast members are included in some way (typically including a full cast and crew photo). This requires a low level of commitment in the month after the show. This volunteer may vary by show.

## **THESPIAN CONFERENCES**

### **INTERNATIONAL THESPIAN SOCIETY**

The International Thespian Society is a nationally recognized Honor Society for theater arts students. Students are inducted into the Thespian Troupe based on a points program, related to the work done during productions. Each role/job in a production is awarded a points value. The minimum points necessary for induction is 10 points. The induction ceremony is held in the spring alongside inductions for National Art Honors Society (NAHS) and the Tri-M Music Honors Society. Students may also attend the Thespian Theater Conference held in January and compete in various "Individual Events" (such as songs and monologue performances). These events occur on the state level and even national level at the Thespian Conference in Nebraska. Students inducted also receive an honors cord at graduation.

### **RHODE ISLAND THEATER EDUCATION ASSOCIATION (RITEA) CONFERENCE**

Alongside the Thespian Conference mentioned above students are also able to attend the RITEA Conference. This event is a series of workshops covering a wide variety of theater, music, art and performance topics. This event is held either in the fall, or in conjunction with the Thespian Conference.



## **EWG DRAMA AWARDS**

Each year in May the EWG Fine Arts Department hosts an Award Banquet to honor outstanding student achievement. Students are awarded a plaque and those who receive a legacy award have their names engraved on the plaques in the auditorium. Individual awards may be created to recognize students but the following will be awarded each year:

### **Jr. Player**

The *Jr. Player Award* is presented to a member of our Jr. High Drama Club whose dedication to their role as well as the drama program, in general, exceeds expectations.

### **Sr. Player Award**

The *Sr. Player Award* is presented to a member of our Sr. High Drama Club that excels in the technical fields and/or performance. This individual is motivated in the pursuit of strengthening their role, whatever it may be, and inspires their peers through their enthusiasm and leadership.

### **Rising Star Award**

The *Rising Star Award* is presented to a student that shows a great deal of growth as a performer over the course of the season. This individual is highly motivated to stretch their performance boundaries to attain excellence in the performing arts.

## **DRAMA LEGACY AWARDS**

### **Bellisle Technical Excellence Award**

The *Technical Excellence Award* honors an upperclassman who has shown immense dedication to, and exemplary leadership in, the technical aspects of theater. This individual consistently demonstrated superior effort, focus, and dedication to the drama program. This award is named in honor of Matthew and Cynthia Bellisle whose contributions to costume, set design and the entire EWG Drama program embody true dedication.

### **The Heidi Allen Memorial Award**

The *Heidi Allen Memorial Award* honors a student, or students, who has been actively involved in drama for all four years of high school. These individuals are leaders that embody a passion and discipline for the theatrical arts and are committed to improving themselves, their peers and the overall production of each show. This award is named in memory of Heidi Allen, an EWG drama student who was passionate about all aspects of theater and tragically lost in a car accident the year before the award was established in her name.