Sound Designer

Show responsibilities

1. Read the script
2. Listen to all music
3. Code the script for music cues and mic cues
4. Read the director’s statement
5. Read and annotate the director’s sound design statement
6. Research the play and period sound
7. Write research document
8. Design the sound
9. Write sound statement
10. Give statement to production team
11. Attend music rehearsals
12. Write blocking in script
13. Write sound cue list
14. Write mic assignment list
15. Tape the sound board
16. Teach crew how to rig actors
17. notes

Production team responsibilities

1. Write Crew schedule
2. Keep Crew attendance
3. Turn in attendance to SM every week
4. Check in with Hibler and directors once a week
5. Turn in all work on time
6. Communicate regularly
7. Stay on schedule

Lighting Designer

Show responsibilities

1. Read the script
2. Code the script for light cues
3. Read the director’s statement
4. Read and annotate the director’s light/color design statement
5. Research the play and period light
6. Write research document
7. Design the lights
8. Write light statement
9. Give statement to production team
10. Attend rehearsals
11. Write blocking in script
12. Write light cue list
13. Create light plot
14. Hang all lights
15. Program light cues into computer
16. notes

Production team responsibilities

1. Write Crew schedule
2. Keep Crew attendance
3. Turn in attendance to SM every week
4. Check in with Hibler and directors once a week
5. Turn in all work on time
6. Communicate regularly
7. Stay on schedule

Costume Designer

Show responsibilities

1. Read the script
2. Code the script for costume changes
3. Read the director’s statement
4. Read and annotate the director’s costume/color design statement
5. Research the play and period costumes
6. Write research document
7. Design the costumes
   1. Mockups
   2. pictures
8. Write costume statement
9. Give statement to production team
10. Attend rehearsals
11. Write blocking in script
12. Write costume plot
13. Measurements
14. Fittings
15. Alterations
16. Final fittings
17. notes

Production team responsibilities

1. Write Crew schedule
2. Keep Crew attendance
3. Turn in attendance to SM every week
4. Check in with Norris and directors once a week
5. Turn in all work on time
6. Communicate regularly
7. Stay on schedule

Props Designer

Show responsibilities

1. Read the script
2. Code the script for props cues
3. Read the director’s statement
4. Read and annotate the director’s props/color design statement
5. Research the play and period props
6. Write research document
7. Design the props
   1. Mockups
   2. pictures
8. Write props statement
9. Give statement to production team
10. Attend rehearsals
11. Write blocking in script
12. Write props list including pictures
13. Gather props
14. Have rehearsal props available
15. Build props table
16. Label all props
17. notes

Production team responsibilities

1. Write Crew schedule
2. Keep Crew attendance
3. Turn in attendance to SM every week
4. Check in with Hibler and directors once a week
5. Turn in all work on time
6. Communicate regularly
7. Stay on schedule

Makeup/Hair Designer

Show responsibilities

1. Read the script
2. Code the script for makeup/hair changes
3. Read the director’s statement
4. Read and annotate the director’s makeup/hair/costume/color design statement
5. Research the play and period makeup and hair
6. Write research document
7. Design the makeup and hair
   1. Mockups
   2. pictures
8. Write makeup/hair statement
9. Give statement to production team
10. Attend rehearsals
11. Write blocking in script
12. Write makeup/hair plot
13. Gather all supplies
14. Provide tutorials for cast
15. Write check in schedule
16. maintain cast check ins
17. approve cast for performance
18. notes

Production team responsibilities

1. Write Crew schedule
2. Keep Crew attendance
3. Turn in attendance to SM every week
4. Check in with Norris and directors once a week
5. Turn in all work on time
6. Communicate regularly
7. Stay on schedule

Stage Manager

Show responsibilities

1. Read the script
2. Code the script for all cues
3. Read the director’s statement
4. Research the play and period
5. Write research document
6. Attend rehearsals
7. Write blocking in script
8. Write daily rehearsal reports
9. Maintain check ins
10. Check with Designer Leads weekly
11. Contact missing cast
12. Write SM script
    1. Sound cues
    2. Light cues
    3. Set changes
13. Call the show
14. notes

Production team responsibilities

1. Keep all Crew schedules
2. Keep attendance
3. Turn in attendance to Hibler every week
4. Check in with Hibler and directors once a week
5. Turn in all work on time
6. Communicate regularly
7. Stay on schedule

Assistant Stage Manager

Show responsibilities

1. Read the script
2. Code the script for all cues
3. Read the director’s statement
4. Research the play and period
5. Write research document
6. Attend rehearsals
7. Be on book for lines
8. Provide line notes
9. Write blocking in script
10. Write daily rehearsal reports (if SM doesn’t do it)
11. Maintain check ins
12. Check with Designer Leads weekly
13. Contact missing cast
14. Write SM script
    1. Sound cues
    2. Light cues
    3. Set changes
15. Call the show (if SM can’t do it)
16. Run backstage
17. notes

Production team responsibilities

1. Keep all Crew schedules
2. Keep attendance
3. Turn in attendance to Hibler every week
4. Check in with Hibler and directors once a week
5. Turn in all work on time
6. Communicate regularly
7. Stay on schedule

Director

Show responsibilities

1. Read the script
2. Code the script for all cues
3. Research the play and period
4. Choose WOP
5. Write research document
6. Write the director’s statement
7. Block the show
8. Write blocking in script
9. Run rehearsals
10. Provide notes
11. Make all decisions relating to the show
12. Work with Advisor to produce the show
13. Check in with all Leads regularly
14. Run production meetings

Production team responsibilities

1. Keep all Crew schedules
2. Keep attendance
3. Turn in attendance to Hibler every week
4. Check in with Hibler and directors once a week
5. Turn in all work on time
6. Communicate regularly
7. Stay on schedule

Assistant Director

Show responsibilities

1. Read the script
2. Code the script for all cues
3. Research the play and period
4. Choose WOP
5. Write research document
6. Read the director’s statement
7. Write blocking in script
8. Run understudy rehearsals
9. Provide notes
10. Support all decisions relating to the show
11. Work with Advisor and Director to produce the show
12. Check in with all Leads regularly
13. Help run production meetings

Production team responsibilities

1. Keep all Crew schedules
2. Keep attendance
3. Turn in attendance to Hibler every week
4. Check in with Hibler and directors once a week
5. Turn in all work on time
6. Communicate regularly
7. Stay on schedule

Set Designer

Show responsibilities

1. Read the script
2. Code the script for set changes
3. Read the director’s statement
4. Read and annotate the director’s set/color design statement
5. Research the play and period set pieces
6. Write research document
7. Design the sets
   1. Mockups
   2. Ground plans for all set changes
   3. Reference pictures
8. Write set design statement
9. Give statement to production team
10. Attend rehearsals
11. Write blocking in script
12. Write set list including pictures
13. Build, gather set pieces
14. Run crew calls
15. Load in
16. Label all set pieces/flats
17. Glow tape all set pieces
    1. label
18. Spike tape the stage
    1. label
19. notes

Production team responsibilities

1. Write Crew schedule
2. Keep Crew attendance
3. Turn in attendance to SM every week
4. Check in with Hibler and directors once a week
5. Turn in all work on time
6. Communicate regularly
7. Stay on schedule