Duties

**Directors Team** (Member, Brandon Cotter, Lindsey McIntosh)

The Directors Team is in charge of the creative development and production of the show, as well as the day-to-day running of the production. This includes everything from writing the script, to running rehearsals to handling the myriad tasks related to managing a large and diverse group of people. However, their most important job is probably overseeing the effective execution of the other teams involved in the production. Some examples of tasks they will need to preform are given below.

Brandon Cotter-Director

1. Creative development of the story and overall show presentation (with AD)
2. Write the script
3. Write the chessboard (With FC)
4. Run auditions (With AD)
5. Casting (With AD/FC)
6. Character creation
7. Determine procession order
8. Daily announcements
9. dealing with problem cast members
10. create and maintain a directors box
11. making updates to scripts (and making them available)
12. scheduling fights (With FC)
13. rain day planning
14. work with recruiting officer for recruiting efforts for the show
15. general show organization
16. Dealing with minor cast members parents and guardians
17. creating and developing rehearsal schedule

Lindsey McIntosh- Assistant director

1. Help me write the script
2. Help me write the board
3. Help me with rehearsal schedule
4. Help creating a directors binder/box
5. Controlling cast “language” (ideally make sure they’re speaking English, but most other Germanic languages are acceptable in a pinch)
6. If necessary help managing props and other stage manager tasks
7. Be willing to fill in where and when necessary
8. Help managing rehearsals, and the cast
9. Maintaining budget expense report
10. Tracking and submitting receipts along with budget report to Treasurer

**The Fight Team** (Members, Nick FC, Chris Rodd, Miranda Lipsig)

The Fight Team does fights. Every aspect of the show related to weapons, fighting or fighters goes through the Fight Team. From selecting fight pairs, to writing the chessboard to helping to write choreography the Fight Team is entrenched in the midst of the fights. Some examples of tasks they might be expected to preform are given below.

Nick and fight choreography team

1. Spot light fights
2. Melee
3. Helping write fights
4. Brawl (optional)
5. Pre-show fights (optional)
6. Pot fights
7. Pair fighters (With director)
8. Theatricality
9. Technical execution
10. Cutting fights
11. Weapon allocation
12. Work with training team to ensure safety
13. Organizing weapon and boy clearers for boards
14. Checking and maintenance of weapons
15. Hey rube and forsooth speech
16. Informing fighters of cut fights

**The Stage Team** (Members, Chris Rodd SM, Sara Greenberg, Angela Bonacci)

The Stage Team is in charge of handling the myriad of small tasks that go into ensuring the logistical success of the show. From handling props, to building the set to handling the cast themselves the Stage Team is meant to manage the complex logistical needs of the production. Some of the tasks they may be responsible for are listed below.

Chris Rodd- Stage manager

1. Tower - transport to faire and back to storage

2. Move set to rehearsal site/faire/storage

3. Construction at faire grounds

4. Coordination of set construction teams

5. Coordination of set strike/breakdown teams

8. Maintaining show space

10. Coordinate final day breakdown/clean up

11. Chessboard: painting, cleaning, maintaining

12. Stage maintenance and repair

13. Weapon check out/returns

14. Weapon collection and storage after rehearsals

Sara Greenberg- Assistant Stage Manager

1. Weekly emails to cast
2. Internal team communications
3. Advertising auditions
4. 6. Provide rain day communication
5. 7. Tracking waivers and forms
6. Turning in forms
7. Developing and printing forms

Angela Bonacci- Assistant stage manager /safety

1. Handling mics
2. Setting props for scenes
3. Replacing perishable props
4. Collecting props for overnights storage
5. Coordinate water bearers for show
6. Provide water for cast during rehearsals
7. Help maintaining show space
8. First aid
9. Med kits up to date and available

**Costuming and Visual Team** (Members, Lindsey McIntosh C, Kali Wolf)

The Costuming and Visual team is unsurprisingly in charge of all tasks related to ensuring that the show meets all visual expectation. They make, design, approve and procure all the costumes and accessories necessary for the production. Some of examples of duties they will need to ensure are done are given below.

Lindsey McIntosh and costuming team- Costumer

1. Developing costume vision
2. Coordinating sewing bees
3. Coordinating Johannes trips
4. Coordinating costuming team (including further delegation of costuming tasks)
5. Acquiring accessories for shows (crowns, amulets etc.)
6. On site costume repair
7. Collecting guilde costumes after the show
8. Washing of guilde costumes before storage
9. Approving costumes
10. Creating lead costumes
11. Providing costuming guides, tips, and if absolutely necessary help

**Production Assistants** (Members, Jenna White, Amber Scott)

The Production Assistants are there to generally make the lives of everyone easier. They can fill in wherever necessary, assisting any of the other major teams. They can also handle many of the small organizational jobs that can make a world of difference when taken off the shoulders of the Director or Assistant Director. They are a vital part of ensuring that everything runs smoothly. Examples of jobs they might be expected to preform are given below.

Jenna White/Amber Scott- Production assistants

1. Maintain attendance list
2. Time keeper
3. Stay with minors after rehearsals until parent pick up
4. General assistance where and when necessary
5. Gather shirts sizes for cast and production team
6. Gather cast bios (characters or performers)
7. Typing up prop list
8. Assist where and whenever needed
9. Recording Fights
10. Communicating notes from meetings

Collective and communal duties – any and/or everyone

1. Help with casting
2. Help with running auditions
3. Hospital transportation
4. Help with advertising auditions
5. Making side pennants and/or flags