

Production Team Roles and Job Duties

Note: These are suggested roles and a proposing team may rename positions, designate tasks and even add new tasks that pertain to your show.

(Rev. 3/2016)

Director

1. Creative development of the story and overall show presentation and look
2. Character creation
3. Write the script
4. Run auditions
5. Casting
6. Blocking scenes
7. Acting notes
8. Attending monthly Thieves Guild board meetings (to provide show updates)
9. Communication with minor cast members' parents
10. Dealing with cast member issues and problems
11. Daily announcements at rehearsal
12. Creating and developing rehearsal schedule
13. Manage production team
14. Rainday planning
15. Setting deadlines
16. Work with recruitment officer on recruiting efforts for show
17. Turn in Director's Post-show Review to the DC Chair
18. Hey Rube and Forsooth speech

Asst Director

1. Interactive theater lane work
2. Determine procession order
3. Appoint crowd rousters and review cheers
4. Making updates to scripts & chessboard(s)
5. Collecting cast bios (either performer or character)
6. Stay with minors during rehearsal/show until guardian picks up
7. Work with parade coordinator to ensure cast participation

Fight Choreographer

1. Spot weaker fights
2. Melee
3. Write the chessboard(s)
4. Brawl (optional)
5. Pre-show fights (optional)
6. Informing individual fighter of fight cuts
7. Pot fights

8. Pair fighters
9. Assessing fight theatricality
10. Assessing fight technical execution
11. Cutting fights
12. Weapon allocation
13. Work with training team to ensure safety
14. Videography
15. Weapon check out
16. Run fighter auditions
17. Scheduling fights
18. Work with Board on Weapon purchases *optional*
19. Manage choreography team
20. Coordinate who clears bodies and weapons after fights

Operations Manager

1. Weekly emails to cast
2. Internal team communications
3. Weekly production team meetings
4. Communicating notes from meetings
5. Advertising auditions
6. Reminder of deadlines
7. Rain day communication
8. Coordinate with Web Master to keep information pertaining to the updated on the Thieves Guide website
9. Post a listing of performance schedules in backstage and encampment areas during performance days.
10. Developing and printing forms needed for the show (i.e. audition forms, medical forms, etc.)
11. Developing cast contact list
12. Tracking waivers and med forms
13. Turning in forms
14. Updating cast list
15. Time keeper
16. Maintain attendance list
17. Create a Director's Binder (including attendance lists, scripts, schedules, contact information and any other material that may be needed by the production team.)
18. Maintain Director's Box that holds all of the gear needed to run the weekly show rehearsals.
19. Providing both available in paper and electronic form
20. Type up prop list
21. Coordinate with the Tech director to ensure all purchased items are included in the TG inventory.
22. Keep cast members running on time during faire days
23. Coordinate water bearers for scenes
24. Provide water for cast during show
25. Water at rehearsals

Tech Manager

1. Tower - transport to faire and back to storage
2. Move set to rehearsal site/faire/storage
3. Coordination of set construction teams
4. Coordination of set strike/breakdown teams
5. Make side flags
6. Handling mics
7. Coordinate final day breakdown/clean up
8. Setting props for scenes
9. Collecting props for overnight storage
10. Replacement of perishable props
11. Chessboard: painting, cleaning, maintaining
12. Coordinate with the TG tech director regarding the storage unit and any props being used in the production

Budget Manager

1. Creating a budget expense report
2. Tracking and submitting receipts along with budget report to Treasurer

Costume Designer

1. Developing costume vision in conjunction with Director's vision
2. Coordination of sewing bees
3. Coordination of JoAnn's trips
4. Managing costuming budget
5. Tracking and submitting costuming receipts
6. Coordinating costuming team
7. Acquiring accessories (ie chains, crowns, etc.)
8. Tracking Gilde costumes
9. Collecting Gilde pieces at close of show
10. Washing of Gilde pieces before storage
11. On site costume repair
12. Approving costumes

Safety Officer (must be a member of Training & Safety Team)

1. Med kits available and up to date
2. Accident paperwork available (route for completion and signatures & turn in to Coordinator of Training and Safety)
3. Coordinate hospital transportation
4. Applying medical attention (or ensure medic for each rehearsal)
5. Work with safety team on injury drills
6. Maintain the safety of the stage, field and towers in respect to collecting weapons and props from the performance area and clearing the performance area of hazards before and after performances.