**Potomac Playmakers Scope of Responsibilities for Production Roles**

**Actor**

Attend all scheduled rehearsals, including during tech week, unless prearranged with the director.

Provide requested forms to the Director, including a bio to be used for the program, and adhere to all policies. Contact the Director immediately if you experience anything that would compromise your safety, that of others, or the cohesiveness of the production.

Read and respond to notices on the cast Messenger thread as appropriate, and use it to advise Director of issues related to scheduling and general questions related to the production. Refrain from using the thread or other social media for personal discussions regarding the production or other cast members.

Keep the dressing room and backstage areas clean from food and trash, and empty trash bins as they fill. Make sure the cast bathrooms are kept clean and are free from personal items. Clear out all personal food items from the refrigerator by the end of the production. Do not leave personal items in the front of the house.

Provide costumer with your measurements and sizes, and provide personal costume pieces when asked. Return all borrowed items in a timely manner. You are responsible for your personal items, so ask director or box office to lock up any personal items you need to secure.

Promote the show by reposting marketing messages that have been created by Potomac Playmakers through its social media vehicles and website and by distributing show posters to business in the local area.

**Director**

Hold auditions on the scheduled dates, unless otherwise approved by the board president. Confer with a designated member of the board prior to final casting.

Coordinate the selection of the other members of the production team with the production manager, who will add them to the production/tech Messenger thread. Utilize the production/tech Messenger thread to discuss all practical and technical issues with the production team (assistant director, stage manager, musical director, choreographer, costumer, props master, set designer, lighting designer, livestream producer, production manager)

Prior to casting, assure that cast and production team attest that they are fully vaccinated from COVID-19. Vaccination requirements must be posted in the audition notices. Confer with the President or designated Board member prior to final casting decisions.

After notifying those who auditioned whether or not they have been cast, add the cast members to the cast Messenger thread and utilize it for all cast communication regarding schedules, notification of changes, etc. regarding the production. Advise the cast to keep personal communications off the thread. Provide copies of all audition forms to the Production Manager.

Advise the Production Manager and Stage Manager of final cast. Advise all cast and crew about policies regarding sexual harassment and alcohol and drugs. Collect and provide to the production manager the signed waiver and policy forms, and audition/contact forms. Advise the Production Manager of any changes to the cast and production team.

Contact the President immediately if anyone in the cast or crew expresses behaviors or concerns that could compromise the cohesiveness of the production.

Assure that all cast and production staff submit biographies at least 4 weeks prior to opening for inclusion in the program. This includes Director, Assistant Director, Musical Director, Choreographer and Stage Manager. The Director may choose to also submit a Director’s Note. All bios must be submitted electronically to the Production Manager. Allow time at rehearsal for a photographer to shoot headshots of each of the above, at least 4 weeks prior to opening night.

Prepare and deliver remarks at the opening of each performance, or find an alternate announcer.

Advise the President or the Production Manager of expected expenses for props or costumes so that the expenses can be kept within budget. Monitor expenses incurred by production team for props and costumes, and submit receipts for approved expenses to the Board for reimbursement.

Assure that a cast party is planned, and include all cast and production crew in the invitation. If a party is held at the theatre, the Director should not provide alcohol.

**Production Manager**

Assure the Director has the scheduled audition dates and audition/contact forms. Give the Director a key to the building for the duration of the production.

Distribute scripts, liability waivers & policy forms to all related to the production.

Administer Messenger threads for director/production/tech communications and for director/cast communications

Coordinate with the Director the selection of other members of the production team, as needed: Assistant Director, Music Director, Choreographer, Stage Manager, Costumer, Property Master.

Coordinate with the Director the scheduling of technical meetings regarding set design/production & lighting/sound design, as well as livestreaming production.

Coordinate the work of graphic designers, photographers, printers. Coordinate bios and director’s note with the Director. Produce the printed materials, such as posters and show programs. Purchase frames for wall posters. Submit receipts to the Board.

Provide to the marketing team the audition dates, show dates, show graphics, cast lists, bios and photos.

Coordinate the setup of live and streamed events for the website with the webmaster/streaming producer.

**Stage Manager**

Create a script marked with light and sound cues, stage directions, costume, set, and prop notes, curtains, and movement of furniture.

Create lists of props, furniture, set pieces and costumes needed, and update them throughout the production.  Provide lists to Production Manager, Property Master and Costumer. Coordinate the submission of any receipts for items purchased with the Director.

Attend rehearsals, and coordinate the opening and locking of the theatre with the Director each night.

Through the cast Messenger thread, inform actors regarding their rehearsal schedules and call times.

Confirm whether all cast is in house. If anyone is late for their call time, try to reach them and alert Director.

Inform cast of the approaching start of each Act by calling 15 minutes, 5 minutes, 2 minutes, and Places. Make note of the run times during tech week and during the shows.

Manage the house lights and curtain, light and sound cues, and coordinate this with the Lighting/Sound Designer or technician.

Make sure the refrigerator is stocked with water for the cast and crew, and make sure that the cast knows that they are responsible for keeping the dressing rooms and cast bathrooms free of debris.

**Property Master**

Obtain props, furniture, and set pieces on the lists from the Stage Manager. Props, furniture and set pieces may be found in the theatre’s prop room or storage areas. If not available, seek items to borrow or purchase at a reasonable cost, preferably second hand, if possible.  If items are difficult to locate or only at excessive cost, communicate this on the production/tech message board to get help or to find an alternative.

Create prop tables backstage so that props are available where required. Between Acts and after shows, replace props as required.

Manage stage crew for the movement of furniture on stage during shows

Purchase items only with the approval of the Director. Provide receipts for reimbursement to the Director.

**Costumer**

Monitor production/tech Messenger thread and post information about costume/measurements, etc as needed. Coordinate with Director when to come to meet the cast for measurements and when cast should bring in personal items for their costumes.

Obtain or create costumes for the show, borrowing and purchasing items second hand whenever possible to save costs. Alert Director to concerns regarding excessive costs before purchasing.

Costumes and supplies are available in the off-site costume shop at 318 N Potomac St, which can also be used for sewing. Ask the Production Manager for the key, and be sure to return it after the production.

Label all costumes for each character/cast member and arrange for fitting dates with the Director.

After the show collect all costumes and return them to the costume shop or the party from whom they were borrowed. If costumes need to be cleaned, make arrangements for that before returning them. Provide receipts for reimbursement to the Director.

**Lighting/Sound Designer**

Monitor the production/tech Messenger thread for information regarding lighting/sound needs, and meet with the Director and Production Manager as needed.

Contact technicians to staff the booth for the run of the show.

Assure that equipment is available for each production, including microphones and batteries, and request new equipment for the Board, as needed.

Mark up scripts for lighting/ sound technicians, set up lighting and sound in the computer programs, and train technicians prior to tech week.

Obtain music and sound effects as needed for the production and for background music during seating and intermission.

**Set Designer**

Monitor the production/tech Messenger thread for information regarding set needs, and meet with the Director and Production Manager as needed. Post on the thread any delays, and any needs for volunteers to help build or paint, so that the set will be ready before tech week.

Provide the Board with receipts to reimburse costs for materials. Give the Board an estimate of the expected costs and alert them if the costs for materials would be excessive.

**Webmaster**

Create show event on the website and in Simple Tix, using show graphics loaded into the media library.

Create news items on the homepage, with content from Marketing Manager.

**Marketing Manager**

Create promotional content for Social Media posts about the auditions and the shows, and schedule and coordinate posts with other priorities of the organization. Coordinate with the Webmaster.

Coordinate donations/purchases for special promotional items for sale. Coordinate acquisition of raffle basket items and write copy for basket contents.

Coordinate with a photographer to shoot headshots of the cast and production staff. Submit them electronically to the Production Manager at least 4 weeks prior to opening for inclusion in the program.

**House Manager**

Arrange for a crew to clean the theatre and the bathrooms before and after performances and during rehearsal periods. Assure that cleaning and bathroom products are available.

Change outdoor sign to reflect upcoming shows and auditions

Coordinate front of house volunteers, including box office, raffle and concession staffing. Assure that volunteers are aware of the COVID-19 policy.

**Box Office Manager**

Monitor ticket sales and phone reservations, and provide regular updates to the Board and marketing team. Calculate and reconcile sales, refunds and final attendance data for each event and report to the Board.

Enter the walk-in ticket sales (credit. cash, comp, flex) and manage the admittance process through SimpleTix Organizer on the iPad and phone apps. Manage the processes for credit card sales of products through the Square terminal. Collect only cash for raffle sales and concessions.

**Concessions Manager**

Provide packaged snacks, bottled water and other food items for each performance. Turn in cash to Box Office Manager following performances. Provide the board with a reconciliation of concession profits after submission of expenses.