



Season Production Manager

- Licenses upcoming season's shows after approved by Board and CPAC Director
- Works with directors to choose audition and set load dates and schedules theater
- Maintains document on Shoestring Google Drive with all important dates for all shows
- Communicates playbill requirements from licenses to Front of House Lead
- Finds Producers for each show and trains them if necessary
- Coordinates show previews with Directors for Annual Meeting

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PLAYERS

Producer

- Reports to Season Production Manager
- Works with Director to find crew members
- Works with Director and crew to create budget to submit to Board for approval
- Runs production meetings
- Communicates with Board and CPAC as needed on Director's behalf
- Gets signed Code of Conduct from all cast and crew members and deals with breaches as appropriate
- Reports rehearsal schedule to CPAC Director
- Collects receipts, tracks budget, and turns receipts in to Treasurer
- Helps Director schedule meetings with CPAC Tech Crew and provides copies of tech scripts to them
- Provides info to Publicity/Marketing Committee as needed
- Provides list of cast/crew to CPAC Office for comp tickets
- Coordinates set load and strike
- Coordinates wrap party
- Other duties as requested by Director

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PLAYERS

Director

- Creates vision for production and communicates it to crew members and actors
- Works with Producer to find crew members
- Participates in production meetings
- Submits audition materials to Communications/Membership Committee
- Plans and oversees auditions
- Communicates casting decisions to auditioners, or designates someone to do it
- Oversees rehearsals
- Works with crew and Producer to create show budget
- Works with CPAC Tech Crew on lighting/sound, including pre- and post-show music for house
- If applicable, mentors Assistant Director to prepare them to direct

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PLAYERS

Music Director

- Works under the Director to create vision for songs and music
- Oversees musical portion of auditions
- Attends production meetings
- Secures rehearsal pianist/rehearsal tracks as needed
- Oversees music rehearsals
- If applicable, works with Choreographer and Director on musical numbers
- Secures performance musicians/tracks
- Schedules and oversees Sitzprobe rehearsal
- Works with CPAC Tech Crew on musical numbers
- Helps cast with vocal warmups before shows

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PLAYERS

Stage Manager

- Assists Director with auditions as needed
- Maintains cast/crew contact list and provides it to cast and production team
- Serves as point of contact for cast if late to rehearsal
- Oversees blocking/cues/script during rehearsals
- Communicates with crew on behalf of the cast
- Attends production meetings
- Works with Program Designer to collect information for playbill
- Charges headset batteries and provides headset to CPAC Tech Crew
- Manages cast backstage, including timed calls
- Checks set/props/costumes before show
- Distributes mics to cast; returns mics to CPAC Tech Crew
- Communicates with CPAC Tech Crew during performances
- Ensures safety of actors on stage
- Ensures all actors are out of CPAC and doors are locked after performances



Set Designer/Construction Crew Manager

- Works with Director to design the overall look and feel of the set
- Helps create budget for set materials
- Attends production meetings
- Assembles a crew to assist with set construction and painting as needed, with help from Producer if needed
- Executes set construction and painting
- Supervises set load and strike
- Ensures the set is safe, both on stage and backstage
- Coordinates set pieces with Set Dresser
- Works with Director and CPAC Tech Crew on potential lighting issues

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PLAYERS

Costumer

- Works with Director to design the visual look of each character, including hair and makeup
- Helps create budget for costumes, materials, and dry cleaning
- Attends production meetings
- Works with Property Master on pieces that may overlap
- Obtains all costume and wig items for cast
- Keeps track of costume pieces borrowed from White Elephant/individuals
- Attends set load and strike
- Maintains costumes, including cleaning during dark days
- Provides skunk spray or Febreze to dressing rooms
- Instructs actors on costume policies

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PLAYERS

Property Master

- Creates prop list from script, including additional items as requested by Director
- Helps create budget for props
- Attends production meetings
- Works with Costumer and Set Dresser on pieces that may overlap
- Keeps track of props borrowed from White Elephant/individuals
- Attends set load and strike
- Creates labeled prop bins and organizes them backstage
- Repairs/replaces props as necessary
- Ensures all props are stored, returned, or tossed during strike

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PLAYERS

Set Dresser

- Works with Director and Set Designer on overall look and feel of set
- Helps create budget for set dressing
- Attends production meetings
- Works with Property Master on pieces that may overlap
- Keeps track of items borrowed from White Elephant/individuals
- Attends set load and strike
- Repairs/replaces pieces as necessary
- Ensures all items are stored, returned, or tossed during strike

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PLAYERS

Front of House

- Schedules and communicates with photographer, including head shots for lobby display and photo dress rehearsal
- Coordinates getting photos to anyone who needs access
- Creates lobby display with headshots
- Creates program, working with Stage Manager/Producer to get head shots & bios from cast
- Ensures that program complies with licensing agreement (get terms from Season Production Manager)
- Turns in program to CPAC by Monday of Tech Week
- Plans and executes Opening Night Reception with input from Director, asking cast of previous show to assist with hosting
- Attends production meetings during the last 4 weeks of production