

Committee Descriptions

Level A's are in green

Level B's are in Blue

Level C's are in Purple

Bio Boards: The bio board crew is responsible for coordinating the creation of the bio boards for the Lobby during the show. These boards contain photos and biographical information about each cast member. The committee must work together to cover the boards with material, affix the cast photos and bios, and add some sparkle.

Cuers: Cuers assist the co-chairs in getting the actors to stage on time. Cuers are required to work at least two tech rehearsals and one show.

Cuers Co-Chairs: Cuers are responsible for timing entrances during the show so that they can get the actors ready to go on stage at the appropriate time or "on cue". Cuer co-chairs have to know the show very well. They must mark a master cueing script for use during dress rehearsals and shows. The cuer co-chair is required to work at least 3 tech rehearsals and 2 shows*.

Concessions: This crew will be responsible for setting up concessions prior to the show and dismantling after the show. During intermission, they will sell drinks and snacks. Many times Ushers and Concession helpers are one in the same. Each member of the concessions crew is required to work at least two shows.

Concessions Chair: The concessions chair obtains and organizes the concessions for all the shows. (S)He purchases** the concessions or organizes the baking efforts needed for the shows. The concessions chair coordinates the concessions committee and manages the cash boxes at each show. The concessions chair is required to work at least 4 shows.

Costume assistants: The costume assistants can help the Costumer create and sew costumes. They are also needed during the show to help the actors with their costumes. Sometimes there are quick costume changes which require someone to help "dress" the actors. They also help with costume emergencies such as a misplaced costume piece or a quickly needed repair. Costume assistants are required to work at least one show and 2 tech (dress) rehearsals.

Crew Chief: The crew chief works with and coordinates the efforts of the construction, breakdown, and load-in crews.

Editor: The editor will edit and format the bios and program messages and proof the playbill. This job can be done from home.

Floater: A Floater will fill-in on any committee, if needed. A floater might be called at a moment's notice if someone has to leave due to an emergency or sickness.

Hair and Makeup: The hair and makeup crew will help the cast with their stage make-up and hair during the show. Generally, make-up and hair are done at home and touch ups done once they arrive at the theater by the hair and make-up team. A member of hair and make-up is required to work at least 2 shows*.

House Manager: The house manager coordinates the efforts of the ushers, concessions, and tickets crews. They are responsible for keeping the theater doors closed prior to seating, preventing people from saving seats, and helping with handicapped seating. The house manager can watch the performance from the back of the theater. The house manager works at all four shows.

Photographers: Photographers take candid shots at the full dress rehearsals during tech week to post on our show bulletin board. Please supply your own digital camera! Photographers are required to be at both casts' full dress rehearsal at Tech Week.

Photography Chair: The photography chair is responsible for taking headshots of all cast members at auditions and is responsible for making a CD with these images for the editor and playbill designer as well as for making 4x6 printouts for the bio boards committee. (The CD and prints can be made at home or at CVS.) The photography chair also works during the full dress tech rehearsals taking candid pictures AND a cast photo of each cast. All candid photos, including the cast picture will need to be uploaded to The A.C.T.'s Shutterfly site. The photography chair organizes the printing and distribution of the 5x7 cast pictures to the cast family.

Playbill Designer: The Playbill designer will create, format, and layout the playbill. This includes writing a synopsis. (S)He works closely with the editor. This can be done from home.

Props: The props committee helps the co-chairs in obtaining and creating props for the show. They will also work backstage passing props off to the cast. Each member of the props committee is required to work at least 2 tech rehearsals and one show.

Props Co-Chairs: The props co-chairs coordinate the props committee. They manage the effort to obtain props for the show, and then organize, label, store, and bring these props to tech week. A props list is developed by the Director. The Props co-chair will organize a system for passing the props off to cast during the show. A props co-chair is required to work at least 3 tech rehearsals and 2 shows*.

Publicity: Not as scary as you might imagine! This crew works with the Publicity Chair to get the word out about the show...flyers, sandwich boards, posters, submitting articles to local papers, sending photos to local papers, etc...

Publicity Chair: The Publicity chair works with the producers to advertise the show. Create publicity about the show any way you can think of! Write articles to local papers, websites, and schools. Create flyers to hang around town. Submit photographs to local papers. This work can be done from home.

Set Artist: The set artist draws the artwork for the set. The set artist also coordinates the work of the set painters.

Set Breakdown: This crew will work one day and will be responsible for set breakdown, disposal and storage at the end of the show. Breakdown generally occurs immediately after the last performance but could be scheduled during the evening the week following the last show...TBD. Many times our builders do double duty helping to breakdown as well as build.

Set Construction: This crew will help build the sets. Construction will start soon after the first rehearsal. Sets are designed by the Director and she will help oversee the building.

Set-Load-in: Load-in crew will need to literally load all set pieces onto a moving truck, move it into the theater and assemble as necessary. This normally happens the weekend prior to tech week or at the first tech rehearsal.

Set painting: This crew helps to paint the sets working closely with the set construction crew and set artist.

Spotlight: One person per cast will run the spotlight during each show. They will need to create and follow a cuing script. The spotlight person is required to work at least 3 tech rehearsals and 2 shows.

Stage crew: Stage crew members move scenery and furniture on and off the stage. They may be asked to work the curtain. Stage crew must be able to work quietly backstage so that the audience will not hear them. The stage crew members must work at least 2 tech rehearsals and 2 shows*.

Tickets: The ticket crew works with the ticket coordinator who will need assistance during each show selling and distributing tickets in the lobby. Each member of the ticket crew is required to work at least 2 shows.

Ushers: Ushers are positioned at the main entrances to the auditorium during shows. They are responsible for taking tickets, handing out programs, and helping audience members find seats. They may also need to help keep the doorway areas clear of people for actor entrances and exits. Users are required to work at least 2 shows.

Wranglers: Wranglers work closely with the Cuers to help the cast members that are off stage get to where they need to be. They also help to keep the kids quiet when they are not onstage. A wrangler is required to work at least 2 tech rehearsals and 1 show.

*If a job requires a backstage 2 show commitment you will work one show with each cast. This allows every parent the opportunity to see their child on stage.

If a job requires the purchasing of supplies you will be reimbursed by The A.C.T.. All purchases need to be approved by Lynda. Please submit a completed reimbursement form **with receipts to Lynda Burgess no later than 2 weeks after the show closes.