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Assistant Director: Takes attendance at all rehearsals, announces rehearsals, takes notes, and leads warm ups and some minor rehearsals. Must attend all rehearsals unless the director or stage manager is given notice.

Stage Manager: in charge of writing cues, tech notes, blocking, and coordinates production meetings every week. During the show the stage manager will be in charge of calling cues to both the technical crew and the actors, as well as enforcing actor and tech call and calling when the house opens. SM coordinates run crew. The stage manager is asked to attend all rehearsals and is REQUIRED to be at every rehearsal two weeks before the show (hell week and the week prior). Gives notes to others on production team (props, costumes) that the director has made during rehearsals. If you cannot attend a rehearsal you must let the director, assistant director and or VP tech know.

Back Stage Manager: In charge of supervising run crew, setting up the stage before the show and between acts, making sure the actors are in place when the stage manager asks. Is asked to attend rehearsals two weeks prior to opening but is REQUIRED to be present at all hell week rehearsals.

Greenroom Stage Manager: Keeps the greenroom quiet during shows, takes attendance during show nights, creates and enforces greenroom cleaning schedule after shows, and calls actors to places during the show. This person is REQUIRED to be at all hell week rehearsals.

Master Electrician: In charge of creating a lighting plot with the director, hanging, focusing, purchasing (within the budget allotted by VP Tech), setting cues, and running the lighting board during shows. They will have assistants to help, and apprentices that they can teach to help. The master electrician is encouraged to attend as many rehearsals as possible but is REQUIRED to be at all rehearsals two weeks before the show (hell week and the week prior).

Master Sound Engineer: In charge of finding necessary sounds and making them work for the show. Also must run the sound equipment during the show. He/she may have an assistant or apprentice. It is encouraged to attend as many rehearsals as possible but is REQUIRED to attend all rehearsals two weeks before the show (hell week and the week prior).

Set Designer: Must work with the director to create a set for the show, and give plans (including cut lists, measurements, and diagrams) for the set to the master carpenter, and VP tech (for purchasing purposes). The set designer may help with the building of the set, but he/she must allow the master carpenter to be in charge of the actual set construction. Also works with the scenic designer to put the structure ideas together with the overall look of the scene, (ex. colors). Must be at production meetings.
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**Scenic Designer:** The scenic designer works with the set designer to make the set aesthetically pleasing. This person is responsible for the look of scenes with the show's concept in mind. This includes paint color schemes, decorating; works with props master in adjusting stationary props, and working with the dramaturge to make sure the set is historically accurate. More specifically, works and collaborates with set designer and technical director about ideas for the set. Not construction oriented. Big picture focused. Must be at all production meetings.

**Master Carpenter:** In charge of building the set, communicating with VP tech and set designer about construction. This person must make sure that all construction is safe. MUST BE AT ALL CONSTRUCTION SESSIONS! This person will have multiple assistants.

**Wardrobe:** This person is in charge of overseeing everything that goes on in the costume department. More specifically the job requires:
- acts as the liaison between costumes, props, and the stage management.
- takes care and proper maintenance of all costumes, shoes, hats and costume and related personal props (pocket book, necklace etc.)
- comes to rehearsals 3 weeks before the show, comes to all production meetings

**Costume designer:** This person is in charge of making and buying costumes. MUST WORK WITHIN BUDGET GIVEN BY VP TECH! This person makes buys and designs the costumes. This person works under the Wardrobe, to make sure the all costumes are ready for the show, pressed, washed etc. Listens to notes and suggestions the wardrobe has about costumes. Must be at all hell week rehearsals. Should be at most production meetings. Will be in charge of dressers.

**Props Master:** Buys, makes and organizes props for the show from the list given to him/her by the director or stage manager. MUST WORK WITHIN BUDGET GIVEN BY VP TECH! After the last show he/she is responsible for returning all props to the Masque office. During the show he/she is in charge of setting and keeping the props backstage with the help of the BSM. This person must be at all hell week rehearsals.

**Box office manager:** Is responsible for opening the box office, selling tickets, and managing people to work in the box office. This person must be at all shows unless notifying VP business in advance.

**House Manager:** Organized ushers, hands out programs, runs concessions, gives house announcement, communicates with the stage manager about start of the show/end of intermission, makes sure the house is clean before it opens and at the end of each performance.

**Dramaturge:** Is responsible for researching any background information about the show, making sure the shows depiction is historically correct. This person also
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writes a synopsis/background of the show for the program. This person should attend numerous rehearsals to get to know the show.

**Technical director** - Is responsible for overseeing the entire creation of the set, and making sure that everything is going smoothly. This includes lighting, set design, building, painting etc. This person must be at all tech nights, unless notifying VP tech.

**Stylist** - This job encompasses all aspects of makeup, hair, and wigs. This person is in charge of helping actors with placement and application of makeup and wigs. Not all actors may need help with makeup or hair but especially for non human roles this person is there to assist. This person purchases any supplies actors need, from hairspray to hairpieces and wigs. Can collaborate with wardrobe when necessary.

**Publicity coordinator** – Collaborates with VP publicity about getting flyers etc up, and coordinates the publicity crew. Must be flexible and be deadline oriented. Must be on call during tech week.

**Advertising coordinator** - Coordinates the raffle night for the show.

**Fly master** - Is responsible for running the fly system during shows. Is required to be at all hell week rehearsals.

**Publicity assistants** - Helps the publicity coordinator distribute flyers.

**Carpenters** - Help build the set.

**Paint crew** - Help paint the set.

**Electricians** - Help the master electrician hang lights, and may help run lights for the show.

**Sound Assistant** - Help master sound setup and run sound equipment for the show.

**Ushers** - Hand out programs, sell concessions during the show. These people must be able to attend all show nights!

**Box office staff** - Help sell tickets for show nights.

**Costume assistant** - Helps the costume masters put together costumes. This person may help backstage during shows if necessary in organizing costumes for the actors.

**Props assistant** - Helps the props master get props together. This person may help backstage during the shows to make sure props are in place.