



Theatrical Job Descriptions: Syracuse Shakespeare-In-The-Park

Production Manager

The production manager is ultimately responsible for ensuring that all aspects of the production are completed within budget, according to the designer's and director's wishes, and in time for the first public performance. He or she oversees the cost effectiveness and planning of the entire production process.

Responsibilities may include any of the following: securing the rights to present the play from the royalty house or publisher-agent, budgeting, deciding date, time and venue, forming a production team, production meetings, scheduling rehearsals and performances, setting the rehearsal venue, rehearsal process and preparation, and financial accounting of the show's expenses and revenues.

House Manager

The house manager is responsible for the smooth operation of the house (both the lobby and audience seating area) during the run of the show. House managers welcome the public to the theatre and oversee their safety and well-being before, during, and immediately after the show. They answer questions, listen to patrons' compliments and concerns, and make audience members feel welcome.

Key duties of the house manager may include: recruiting or supervising recruiting of all house workers (ushers, greeter, refreshment or souvenir seller, etc.); coordinating building opening times on show nights with stage manager; orienting and training all house workers; explaining how tickets are to be taken and where they are to be stored; checking rest rooms after intermission and at end of night; cleaning house area and restocking supplies; along with the stage manager, ensure all lights are turned off after each show and all doors are locked.

Marketing/Publicity Director

This work involves managing or assisting in promoting the productions, services and public image of the theatre company. The publicity person is most often tasked with the promoting of specific productions, events or services, and normally serves as the contact person for all media inquiries. Most small theatre companies have a publicity person, whose job is to heighten awareness of individual productions, to sell as many tickets as possible.

In general, marketing activities are all those associated with identifying the wants and needs of a target market of customers, and then going about satisfying those customers. Duties include maintaining online web information, posting to community bulletin boards, creating an online presence for the production, distributing media releases, assisting in creation and distribution of posters, postcards and flyers for the production.

Stage Manager

The role of the stage manager is especially important to the director in rehearsals. Here the director and the stage manager work side by side, with the stage manager recording the director's decisions about blocking and notes for the actors, keeping track of logistical and scheduling details and communicating what goes on in rehearsals to the rest of the team. This enables the director to concentrate his or her full attention on directing.

Stage managers have several key responsibilities and tasks to perform in each phase of a production, including: scheduling and running rehearsals, communicating the director's wishes to designers and crafts people, coordinating the work of the stage crew, calling cues and possibly actors' entrances during performance, and overseeing the entire show each time it is performed.

In conjunction with the director, the stage manager determines the scheduling of all rehearsals and makes sure everyone involved is notified of rehearsal times, meetings, costume/wig fittings and coaching sessions. During the rehearsal phase, stage managers also: mark out the dimensions of the set on the floor of the rehearsal hall, make sure rehearsal props and furnishings are available for the actors, attend all rehearsals, notify the designers and crafts people of changes made in rehearsal.