

## Reagan Stage Crew Positions & Duties

Below are the positions that are most used for the Reagan Theatre Department. Positions may be added or unfilled according to the needs of the production. If you would like to work on a crew, but not sure of the time commitment required, please see the list below.

| Position Title          | Description of duties   | Time requirement  |
|-------------------------|---|---|
| Assistant Director      | The assistant director helps the director by completing various assigned tasks, and taking notes for the director. Must attend all rehearsals, and during the performances, sits with Director and take notes as needed.<br><b>Previous experience: None</b><br><b>Prerequisite: Must be currently enrolled in a theatre class.</b>   | <ul style="list-style-type: none"> <li>• All rehearsals</li> <li>• All performances</li> </ul>                                |
| Assistant House Manager | Assists the House Manager as needed, supervises the ushers, helps patrons find their seats, and resolves ticketing or seating errors.<br><b>Previous experience: Must have served on a show crew.</b><br><b>Prerequisite: Preferably junior or senior.</b>  | <ul style="list-style-type: none"> <li>• Final dress rehearsal</li> <li>• All performances</li> </ul>                         |
| Assistant Stage Manager | Assist the Stage Manager with preparing for and conducting rehearsals. Check stage, scenery, costumes, crew, and props before performances. Other duties as assigned.<br><b>Previous experience: Must have served on a show crew.</b><br><b>Prerequisite: Must be currently enrolled in Tech Theatre or Productions</b>   | <ul style="list-style-type: none"> <li>• All rehearsals</li> <li>• All performances</li> </ul>                                |
| Box Office Manager      | Assist Technical Director with setting up student ticket sales and general ticket sales. Must be computer literate and learn ticketing software.<br><b>Previous experience: Must have served on a show crew as an assistant or higher.</b><br><b>Prerequisite: Preferably junior or senior.</b>   | <ul style="list-style-type: none"> <li>• All performances</li> </ul>  |
| Box Office Staff        | Attend training sessions to learn ticketing software and help sell tickets to patrons before performances.<br><b>Previous experience: Prefer customer service and money handling experience.</b><br><b>Prerequisite: None</b>   | <ul style="list-style-type: none"> <li>• Performance week</li> <li>• All performances</li> </ul>                              |
| Costume Supervisor      | Distribute costumes and accessories to performers; maintain and clean costumes and accessories as needed; assist/assign crew for quick changes and costume changes. Other duties as assigned.<br><b>Previous experience: Must have served on a show crew as an assistant or higher.</b><br><b>Prerequisite: Preferably junior or senior</b>   | <ul style="list-style-type: none"> <li>• Work starts 2 weeks before show</li> <li>• All performances</li> </ul>               |
| Costume Crew            | Attend all required meetings, work sessions, rehearsals and performances. Maintain, clean and organize costumes and accessories as needed; help with quick changes and costume changes. Other duties as assigned.<br><b>Previous experience: None</b><br><b>Prerequisite: None</b>  | <ul style="list-style-type: none"> <li>• Start attending rehearsals 1 week before show</li> <li>• All performances</li> </ul> |
| Deck Chief              | This person is in charge of all scene changes when multiple scenes are needed for a production. Work with SM and TD to determine best methods for safely moving scenery as needed. Supervise deck crew and flymen. Organize rehearsals for crew to insure all participants know their responsibilities for each change.<br><b>Previous experience: Must have served on a show crew as an assistant or higher.</b><br><b>Prerequisite: Must be currently enrolled in Tech Theatre or Productions</b> | <ul style="list-style-type: none"> <li>• Start attending rehearsals 1 week before show</li> <li>• All performances</li> </ul> |
| Deck Crew               | Safely move scenery and properties during rehearsals and performances as assigned.<br><b>Previous experience: None</b><br><b>Prerequisite: None</b>   | <ul style="list-style-type: none"> <li>• Start attending rehearsals 1 week before show</li> <li>• All performances</li> </ul> |

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| Flymen/Rails                  | Operate fly system as needed for tech/dress rehearsals and performances. <b>This is a physically demanding position, must have good upper body strength.</b><br><b>Previous experience: None</b><br><b>Prerequisite: None</b>  | <ul style="list-style-type: none"> <li>Start attending rehearsals 1 week before show</li> <li>All performances</li> </ul>   |
| Follow Spot Operator          | Operate follow spotlight when cued by SM. Typically, position is only needed for musicals and special events. No experience necessary.<br><b>Previous experience: None</b><br><b>Prerequisite: None</b>  | <ul style="list-style-type: none"> <li>Start attending rehearsals 1 week before show</li> <li>All performances</li> </ul>   |
| House Manager                 | Supervise and train usher staff. Assist patrons and ushers with any seating/ticketing problems. Position requires maturity, professional demeanor, and good customer service skills.<br><b>Previous experience: Must have served on a show crew as an assistant or higher.</b><br><b>Prerequisite: Preferably junior or senior</b>   | <ul style="list-style-type: none"> <li>Final dress rehearsal</li> <li>All performances</li> </ul>   |
| Light Board Operator          | Operate light board during tech/dress rehearsals and performances.<br><b>Previous experience: None</b><br><b>Prerequisite: Must be currently enrolled in Tech Theatre or Productions</b>   | <ul style="list-style-type: none"> <li>Start attending rehearsals 1 week before show</li> <li>All performances</li> </ul>   |
| Properties Master             | Communicate with SM and Director about needed properties and set decorations for show. Determine what props we have, what needs to be constructed or what needs to be purchased. Locate needed props; supervise prop crew; set up and organize prop tables for show.<br><b>Previous experience: Must have served on a show crew as an assistant or higher.</b><br><b>Prerequisite: Must be currently enrolled in Tech Theatre or Productions</b> | <ul style="list-style-type: none"> <li>After school 3 days per week when rehearsals start</li> <li>All rehearsals week before show</li> <li>All performances</li> </ul> |
| Properties Crew               | Find, make or buy properties for shows as directed by Prop Master. Run prop tables backstage during rehearsals and shows. Repair props as needed. Other duties as assigned.<br><b>Previous experience: None</b><br><b>Prerequisite: None</b>   | <ul style="list-style-type: none"> <li>After school 3 days per week when rehearsals start</li> <li>All rehearsals week before show</li> <li>All performances</li> </ul> |
| Makeup/Hair Supervisor        | Communicate with SM and Director about makeup and hair needs for the show. Check makeup inventory and request resupply as needed. Assist/assign crew to help performers with makeup and hair needs. Supervise makeup crew.<br><b>Previous experience: Must have served on a show crew as an assistant or higher.</b><br><b>Prerequisite: Must be currently enrolled in Tech Theatre or Productions</b>   | <ul style="list-style-type: none"> <li>Start attending rehearsals 1 week before show</li> <li>All performances</li> </ul>   |
| Makeup & Hair Crew            | Assist performers with makeup and hair needs as assigned. May also be helping with quick changes or costume changes.<br><b>Previous experience: Knowledge of stage makeup and hair preferred.</b><br><b>Prerequisite: None</b>   | <ul style="list-style-type: none"> <li>Start attending rehearsals 1 week before show</li> <li>All performances</li> </ul>   |
| Sound Board Operator          | Run sound board during tech rehearsals and show; create, record and execute sound cues; mix microphones if needed.<br><b>Previous experience: None</b><br><b>Prerequisite: Must be currently enrolled in Tech Theatre or Productions</b>   | <ul style="list-style-type: none"> <li>Start attending rehearsals 1 week before show</li> <li>All performances</li> </ul>   |
| Stage Manager / Production SM | Run auditions, communicate with all production staff, run rehearsals, call cues, run performances, supervise actors and crew. File reports with directors as needed.<br><b>Previous experience: Must have served as an ASM on a previous production.</b><br><b>Prerequisite: Must be currently enrolled in Tech Theatre or Productions</b>   | <ul style="list-style-type: none"> <li>All rehearsals</li> <li>All performances</li> </ul>  |
| Usher                         | Assist patrons with finding their seats, take tickets, hand out programs, assist with concessions, and provide a pleasant experience for our patrons.<br><b>Previous experience: Prefer customer service experience</b><br><b>Prerequisite: None</b>   | <ul style="list-style-type: none"> <li>Final dress rehearsal</li> <li>All performances</li> </ul>   |