

## 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.

Position	Description	Time Required
Assistant Director	Attend all rehearsals, assist the Director, Vocal Director and Music Director as needed. During the performances, sit with the Director and take notes as needed.	3-4 weeks
Assistant Stage Manager	Attend all rehearsals, assist the Stage Manager with preparing for and conducting rehearsals. Assist Stage Manager in checking stage, scenery and props before performances. Other duties as assigned and required.	3-4 weeks
Asst. Technical Director	Assist Technical Director as needed. Attend all rehearsals during the final week before the show and the performances. Other duties as assigned.	3-4 weeks
Box Office	Sells tickets to patrons before the show. This person must have demonstrable customer service skills and computer skills to work with the ticketing system.	Performances only
Costume Supervisor	Attend all required meetings, rehearsals and performances. Communicate with the Stage Manager and Director about needed costumes for the show. Distribute costumes and accessories to performers. Maintain costumes and accessories as needed. Assist/assign crew for quick changes and costume changes. Supervise costume crew.	1.5 weeks
Costume Crew	Attend all required meetings, work sessions, rehearsals and performances. Assist Costume Supervisor with costume maintenance. Assist performers with costumes, accessories, quick changes and costume changes. Other duties as assigned.	1.5 weeks
Deck Supervisor	Attend all required meetings, work sessions, rehearsals and performances. Work with Stage Manager and Technical Director to determine best methods for safely moving scenery as needed during performances. Supervise deck crew and flymen.	1.5 weeks
Deck Crew	Attend all required meetings, work sessions, rehearsals and performances. Safely move scenery as assigned during final rehearsals and performances. Other duties as assigned.	1.5 weeks
Flyman/Rail Op	Attend all required meetings, rehearsals and performances. Operate the fly system as needed for final rehearsals and performances. This is a physically demanding job, must have good upper body strength.	1.5 weeks
House Manager	Attend all required meetings, rehearsals and performances. Train and supervise usher staff. Assist patrons with any seating difficulties during performances. Get the audience in the auditorium in a timely fashion both	Performances only

	at the beginning of the show and also intermission to keep with the scheduled show. This person must have a mature and professional demeanor as well as good customer service skills.	
Asst. House Manager	Assist the House Manager with all aspects of their duties as needed.	Performances only
Light Board Op	Run the light board for all technical and dress rehearsals as well as the show.	1.5 weeks
Makeup Supervisor	Attend all required meetings, rehearsals and performances. Communicate with the Stage Manager and Director about makeup and hair needs for the show. Assist/assign crew to help performers with makeup and hair needs. Supervise makeup crew.	1.5 weeks
Makeup Crew	Attend all required meetings, rehearsals and performances. Assist performers with makeup and hair needs as assigned/needed. Other duties as assigned.	1.5 weeks
Prop Master	Attend all required meetings, rehearsals and performances. Communicate with the Stage Manager and Director about needed properties and set decorations for the show. Determine what props need to be pulled, made or bought. Assist the Director and Technical Director with locating needed props. Set up and run prop tables for the final week of rehearsals and performances. Supervise prop crew.	3-4 weeks
Prop Crew	Attend all required work sessions, rehearsals and performances. Find or make properties for the show as directed by the Properties Master. Run prop tables backstage during the final week of rehearsals and performances. Other duties as assigned.	3-4 weeks
Sound Op	Runs sound board and oversees all sound equipment for all technical and dress rehearsals as well as the shows. This position might involve creating and mixing sound cues as well.	1.5 weeks
Stage Manager	This job carries a lot of responsibility and is only given to those who are respected members of the department. Must be a junior or a senior and have previously served as ASM on a full length production.	3-4 weeks
Usher	Attend all required meetings, rehearsals and performances. Assist patrons with seating during performances, take tickets, hand out programs and assist with concessions. Other duties as assigned.	Performances only