

Producer

General Responsibilities:

- This position is only available for underground productions.
- Mediate between the director(s) and the designers.
- Set appropriate deadlines for designs.
- To exercise a significant degree of decision-making authority to maintain the smooth run of the show.

Pre-Auditions:

- You should be assigned this position before auditions.
 - As soon as possible consult with the supervising faculty member on assigning the director(s), stage manager, and designers.
- In a show with multiple directors, supervise the directors and stage manager on assigning shows/scenes.
- Meet with the director(s) and stage manager to discuss auditions. Determine the following:
 - Date / Time of auditions
 - The layout of auditions
 - Open / Closed
 - Monologues / cold readings
 - If cold readings, chose sides
 - When the cast list will be posted

Auditions:

- Attend auditions, sit with the director(s) and stage manager.
- Mediate between casting choices.
 - Try to avoid double casting in shows with synonymous rehearsals

Rehearsal Period:

- Periodically attend rehearsals to ensure a satisfactory performance.
 - If major changes need to be made to the show, kindly suggest them to the director(s) before pushing the issue.
- Attend production meetings.
- Assign design and build deadlines. For example, in a show with a five-week rehearsal process, all sound cues should be complete three weeks in. This would allow for trouble shooting should errors occur prior to tech week.
- Enforce the deadlines.
 - The stage manager will assist you with this.

Tech Week:

- Attend all technical and dress performances.
- Act as a liaison between the supervising faculty member and the students.
- Act as a mediator between the director(s) and designers.

Performance:

- You are not required to attend performances.

Strike:

- You are responsible for guaranteeing that all items are struck.
 - Check behind all designers to ensure all items are restocked.

Producer

All students participating in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to the theatre department head.

Please write clearly and legibly.

Name:

Phone Number:

Email:

Production:

Role:

Please check all that apply to you:

I am in the THEA 104 class.

I am in the Opera Workshop class.

I am in an Independent study class. The class name is _____

I am a BFA Tech major.

I am a BFA Performance major.

I am a volunteer.

By signing this form, I assert that I have not only read and understand the above contract, but I also agree to follow and abide by it. I also understand that I will be held accountable for my actions with repercussions ranging from failing the THEA 104 and Opera Workshop classes to being prohibited from participating in the next show and that my role in the production may be terminated in case of extreme misconduct.

Name (print):

Signature:

Date: _____