Guidelines for Production Team Applications

Following the announcement of a show, the Committee will set out the timescale for applications, to be submitted to the secretary by the published deadline (using the above email address). Any applications submitted after the deadline will not be considered, apart from in exceptional circumstances. Applicants do not need to be a member of the society to apply, and applications are welcome from all.

Applicants are permitted to make joint or team applications, but this must be clearly stated on each of the individual application forms. This is not a guarantee that a whole team will be successful, and the Committee reserves the right to match applicants as they deem appropriate, and will discuss this further with individual applicants if this situation arises.

The various roles are set out below:

**Director**

* Work within the guidelines/licence of the show to ensure its integrity.
* Manage the production team, and provide clear direction to the team and cast.
* Produce and manage the show budget, ensuring costs are kept within the budget (as approved by the Committee).
* Plan set designs, stage lighting and sound effects, through the use of third parties.
* Work closely with the musical director and choreographer to ensure a cohesive approach.
* Take responsibility for promoting and safeguarding the welfare of children and young people within the show alongside the lead chaperone and society safeguarding officer.

**Musical Director**

* Work within the guidelines/licence of the show to ensure its musical integrity.
* Manage all singing and orchestral aspects of the show (including through the use of backing tracks if applicable).
* Work closely with the director and choreographer to ensure a cohesive approach.

**Choreographer**

* Work within the guidelines/licence of the show to ensure its integrity.
* Provide clear dance direction for the team, and arrange/teach all of the choreography for the show, with assistance as required (for example from a dance captain).
* Work closely with the director and musical director to ensure a cohesive approach.

All members of the production team must be positive role models and promote Promenade Productions’ core values of inclusivity and friendliness. The production team are also expected to promote and safeguard the welfare of children and young people within the show in support of the lead chaperone and society safeguarding officer.

Other Roles

**Production Secretary**

They are available throughout the audition and rehearsal process to assist the director in all administrative aspects of the show. This may include organising rehearsal schedules, the distribution of scores and contacting cast members with necessary information.

**Stage Manager**

Has an active role in attending some rehearsals (particularly in the final lead up to the show) to ensure familiarity with the show and its requirements before show week. Responsible for putting together a team of stage crew and ensuring the set is built correctly and safely. Overseeing the show itself during show week, and ensuring any scenery changes are undertaken appropriately. Liaising with sound and lighting as required. Responsible for managing the taking down of the set at the end of show week.

**Deputy Stage Manager (DSM)**

Assists the stage manager and calls the show, cueing sound, lighting and cast as required. They effectively run the show during show week.

**Assistant Stage Manager/Props (ASM)**

Sources all props required for the show (usually with some assistance), and responsible for bringing them to rehearsals as required. Also responsible for the props during show week itself.

**Stage Crew**

Assists in set building and taking the set down at the end of show week. Work backstage during show week under the director of the stage manager ensuring scenery and props are moved as required. Operate curtains/swipes and assist with anything else required by the stage manager.

**Chaperones**

Supervises any children involved in a show to ensure compliance with The Children (Performances and Activities) (England) Regulations 2014. This includes supervising children during rehearsals and in show week, to ensure they remain safe throughout.

**Wardrobe**

Measure all cast to ensure appropriately sized costumes are sourced. Source the costumes, and organise the distribution of these prior to show week. Available during show week backstage to assist with quick changes, make adjustments to or mend costumes. Responsible for ensuring all costumes are returned when the show is finished, in an acceptable condition.

**Lighting operator/designer**

Liaises with the director to create a lighting design for the show. In charge of all aspects of lighting for a show once in the theatre. Puts up all the lights during get in and attends each night to run the lighting (or arranges for assistants to do so).

**Sound operator**

Manages all aspects of sound during a show. This may include sourcing sound effects. Allocating radio microphones to cast members as required, and monitoring sound levels throughout the show to ensure they are appropriate for the show (balancing the orchestra if one is being used, or backing tracks).

**Makeup**

Attends during show week to assist with putting makeup on the cast members which require assistance.

**Prompt**

Attend rehearsals as required to sit with the script and prompt any actors who require it. May be required to attend during show week to prompt on the side of the stage.

**Front of House Manager**

Organises a team of people to work front of house, and acts as the primary point of contact should any audience members need assistance. Handles any floats of money for programme sales.

**Front of House Staff**

Assist the front of house manager with any duties required, including selling programmes, ticket selling, working behind the bar and selling ice-creams (dependent on the venue).