

POLICY NUMBER: 6.6	DATE ADOPTED:
POLICY TYPE: Productions	DATE AMENDED:
POLICY TITLE: Actor's Job Description	

Actor's Job Description

Planning

If you are planning to audition, obtain a script and read it so you are familiar with the story line and characters. Return the script as soon as possible so it can be circulated among other auditioners.

Audition times will be advertised in the media and on the website or you may contact Shuswap Theatre. At the audition, fill out an audition sheet indicating any dates you are unavailable during the rehearsal period.

Working

1. If in the cast, find out the first rehearsal date, time and place.
2. Settle any conflicting dates with the Director or Stage Manager so a rehearsal schedule can be arranged.
3. Put your name on your script and take it with you to all rehearsals.
4. Memorize lines on your own time. Do not waste valuable rehearsal time of fellow actors and director. Do your homework – research your character.
5. Be prompt at rehearsals, try to arrive ten minutes before your call so you are ready to go on stage at the stated rehearsal time.
6. Take a pencil to all rehearsals to record blocking and other notes.
7. If unable to attend a rehearsal, because of emergency or illness, let the Stage Manager or Director know as soon as possible. If you cannot reach one of the above, phone a cast member or someone who can relay the message.
8. Leave your personal troubles at the stage door. Try to develop your stage character.
9. Discipline yourself at rehearsals – if not needed on stage, work on lines somewhere else but make sure the Stage Manager knows where you are so you can be summoned when needed. Respect your fellow actors by remaining quiet off stage. Always be ready for your entrance. Check props.
10. If you are feeling unhappy about something, talk to your director privately.

11. Do not direct your fellow actors or take directions from other actors. If you have suggestions, channel them through the director.
12. Do not bring your friends or relatives along to rehearsal without the permission of the director. No non-production people are allowed back stage.
13. If possible, provide your own footwear or special rehearsal costume for early rehearsals.
14. Respect your technicians and have patience during technical rehearsals.
15. NO SMOKING allowed in the building.
16. There will normally be coffee, juice, snacks and lemon slices provided back stage. Lemon slices are great for clearing throats and pursing lips. They also help with prevention of colds.

Performance

1. Arrive at the theatre one hour before curtain and check in on call sheet. Use rear door always! Start thinking about your role.
2. You will be allowed to check your set up to forty-five minutes before curtain. Remain backstage – do not go F.O.H. Walk the set. Get comfortable with it. “Take control” of the house.
3. Take care of your costume. Hang it up and report any rips, cleanings etc. to the costume mistress. NEVER wear your costume except backstage or on stage unless otherwise instructed.
4. Learn to do your own makeup. You are responsible for keeping your makeup area tidy.
5. Respect your fellow actors and give them the courtesy of remaining quiet back stage. DON'T FLUSH THE TOILET DURING THE PERFORMANCE.
6. Stage manager will give you warnings for entrances but always be prepared for the unexpected (some pages could be skipped).
7. Preview night, the director will turn the show over to the stage manager who is in total charge.
8. After the performance, check with stage manager as to when you can go F.O.H.
9. Everyone in the cast will be put on a clean up schedule. Everyone is responsible for cleaning their own coffee mugs. Empty waste basket, vacuum floor, clean sink and dishes etc. Take garbage out to bin. LOCK DOOR. Turn off lights.
10. It has been a tradition that the cast pool resources to give the director a thank you present and names are drawn to give small tokens to the heads of departments at the closing night party.