

POLICY NUMBER: 6.1.3	DATE ADOPTED: Draft Dec 20/13
POLICY TYPE: Production Job Descriptions	DATE AMENDED:
POLICY TITLE: Technical Producer	

Technical Producer

In cases where the Producer's job is divided into two, this policy describes the typical responsibilities of the Technical Producer. See 6.1.2 Administrative Producer for the corresponding job description.

Areas of Responsibility

- Stage Manager
- Assistant Stage Manager
- Set Design
- Set Construction
- Set Décor
- Props
- Lighting Design/Operator
- Sound Design/Operator
- Special Effects
- Costumes
- Hair/Makeup

Pre-Auditions

1. Read the script thoroughly.
2. Meet with the Director to discuss any special requirements.
3. Find out from the Director what role, if any, you will play in auditions. (The Administrative Producer has responsibility for the organization of auditions.)
4. Start the process of selecting heads of the departments listed above and distribute job descriptions to everyone, including experienced people. (Check the Open House sign-up sheet and contact the Volunteer Coordinator to obtain a list of members who have indicated preferred areas they would be willing to work on.)

After Auditions

1. Note those who auditioned but were not cast for those who have indicated a willingness to work on the crew.
2. Create a group or mailing list in your email program for the crew. This makes contact quick and easy.

3. With Director's approval, invite technical department heads to the first read-through of the play.
4. With Director and Administrative Producer, develop a schedule of deadlines for each department.

Production Meetings

1. With the Administrative Producer, plan the first Production Meeting which will include all department heads.
2. Hold the first Production Meeting within the first two weeks of rehearsal. (See Suggested Agenda, policy 6.1.1.) The Administrative Producer normally chairs this first Production Meeting allowing time for the Director and Technical Producer to have input.
3. Subsequent Production Meetings are likely to be more technical in nature and thus will be called and chaired by the Technical Producer.
4. Meet with the Administrative Producer as often as is necessary to ensure your work is well coordinated.
5. Call production meetings as necessary. (Not all department heads will need to attend all meetings.) It is suggested to have a potluck supper/production meeting with both cast and crew near the middle of the rehearsal period.

Rehearsal Period

1. Meet with the Director and Stage Manager to set up work parties for set construction, décor, makeup, costumes etc. Arranging work parties is the responsibility of the Technical Producer.
2. Attend some rehearsals and become familiar with the total needs of the play.
3. Meet with Director and Set Designer to confirm the requirements for all technical areas.
4. Provide adequate help to all departments.
5. Ensure all deadlines as set out in the production schedule are being met.
6. Ensure all technicians are thoroughly briefed and call them to rehearsals as necessary.
7. Be available for technical rehearsals before Opening Night.

Run

1. Be available for emergencies and advice.
2. Be aware that the Stage Manager is in charge of the run of the show.
3. Contact department heads regarding outstanding bills and submit to Administrative Producer.

4. With the Director, Administrative Producer and Stage Manager, set a time for striking the set and inform the cast and crew.

Strike

1. Help strike the set.
2. Using the *Post-production Checklist* (Policy 6.1.5) ensure that all your department heads have restored the theatre to its proper state.
3. Ensure department heads return all borrowed items to their owners as soon as possible.
4. With the Director and Administrative Producer, prepare a brief report for the Board about how the production went, what the Theatre might learn from the experience and any recommendations for policy and future productions. Deliver the report, in person if possible, to the first Board meeting following the end of the show.