

Avon Lake High School Drama Club Production Team Roles

Producer(s) – funds the production & designates a director. **Avon Lake School District - The Avon Lake High School Drama Club & Drama Boosters**

Publicity – responsible for advertising & promotion of the production. **ALHS Drama Club's Public Relations Chair _____ & Drama Boosters - Laura Golden**

Website

Social Media

Playbill Ads – ex. MGP

ALCS PR – Julie Short

Newspapers & Online News – ex. Cleveland.com

City LED sign

Yard Signs/Posters

Show T-shirts

PAC Lobby Window Wrap

Street Banners

Director – Patricia Frank - responsible for the main vision of the production. They must interpret the script and the character relationships. This individual creates the production schedule, leads rehearsals, and determines stage blocking. They are responsible for communicating production needs to the various departments

Director of Music - Emilio Jarufe - responsible for working closely with other members of the show's creative team, while overseeing all musical aspects of the production, including adjudicating vocal auditions, rehearsing vocalists, and collaborating with the orchestra conductor to achieve optimum sound for performances.

Student Assistant Director – _____ - student leader who provides support to the Director and the student-led production departments. The specifics of the role are determined between the two. This individual must commit to attending show read-through, production team meetings, and all "mandatory" rehearsals PRIOR to Tech Week, Tech Week & Heck Week.

Student Director of Music - _____ - student leader who provides support to the Director and Director of Music. For student-led productions, this individual will set

up and utilize rehearsal soundtracks. They will be responsible for communicating with the members of the Tech Crew operating performance soundtracks; sharing information in regards to music edits, etc. This individual must commit to attending show read-through, production team meetings, and all “mandatory” rehearsals PRIOR to Tech Week, Tech Week & Heck Week.

Student Stage Manager – Yara Hadchiti - responsible for running of the stage during a production. They are required to call the cueing of lights, sounds, sets & rail during the show. This individual must commit to attending show read-through, production team meetings, and all “mandatory” rehearsals PRIOR to Tech Week, Tech Week & Heck Week. The stage manager is in constant communication with the following departments:

Director, Asst. Stage Manager/Head of Stage Crew, House Manager

Production Manager/Boosters, Stage Crew, & Tech Crew/Running Crew

Assistant Stage Manager/Stage Crew Head – _____ - (traditionally assists in rehearsals, contacting the cast, communicating with the designers and director.) For our purposes, this individual will lead the stage crew in coordinating movement of all set pieces on and off the stage. They will use headset communication during shows to communicate with the Stage Manager. This individual must commit to attending show read-through, production team meetings, and all “mandatory” rehearsals PRIOR to Tech Week, Tech Week & Heck Week.

Backstage Run Crew - _____

_____ These individuals must commit to working all “mandatory” rehearsals PRIOR to & including Tech Week, Tech Week & Heck Week.

Head Rail Technician – Zach Golden – This individual is responsible for recording all rail cues, spiking the rail, setting counterweights for backdrops and using headset communication with the stage manager during tech rehearsals and shows. This individual must commit to attending the show read-through, and all “mandatory” rehearsals PRIOR to Tech Week, Tech Week & Heck Week.

Adult Rail Volunteer – _____ - This adult volunteer will assist in running the rail, as well as lowering the disco ball from the catwalk for curtain call. This volunteer will ideally be available during designated rehearsal times during Tech Week & Heck Week and for all shows. (If necessary, this volunteer position could be shared between two adults.)

Set Designer – Dave Frank - works in consultation with the Director to articulate the primary vision of the production through the design and creation of sets.

Assistant Set Designer(s) – Mark Letanosky & Chad Enders – supports Set Designer in creating the set pieces and leading the construction crew.

Construction Crew – works as a team to fabricate the set according to design of the Set Designer. Team members consult with the Set Designers to complete the working set.

George Puskas Dave Friedel _____

Scenic Paint Crew Head(s) – _____ - Once a set has been constructed and approved, these individuals supervise and work collaboratively with the Paint Crew, Set Designer and Director to texture and paint the set to create the appropriate look and feel.

Scenic Paint Crew – Artists who texture and paint the set to create the appropriate look and feel.

Sound Engineer – Emilio Jarufe – oversees all aspects of sound for performances, including but not limited to, providing expertise in purchasing of sound equipment, programming the soundboard/mixer, collaborating with the director & orchestra pit conductor and educating sound technicians.

Head Soundboard Technician – Adele Vernon – runs the soundboard/mixer during rehearsals and shows, controlling all wireless mics. This individual must commit to attending show read-through, production team meetings, and all “mandatory” rehearsals PRIOR to and including Tech Week, Tech Week & Heck Week.

Asst. Sound Technician – Renee Jung – programs and controls all sound effects and assists Soundboard Technician. This individual must commit to attending show read-through, production team meetings, and all “mandatory” rehearsals PRIOR to Tech Week, Tech Week & Heck Week.

Head Microphone Technician - Lauren Matthey - organizes & uses proper sanitizing techniques for all wireless microphones, and creates mic lists for shows. This individual works closely with the soundboard technician to create the best possible sound quality for actors. This individual must commit to attending show read-through, production team meetings, and all “mandatory” rehearsals PRIOR to Tech Week, Tech Week & Heck Week.

Asst. Microphone Technician - _____ - assists Head Microphone Technician with all responsibilities and must commit to attending show read-through, production team meetings, and all “mandatory” rehearsals PRIOR Tech Week, Tech Week & Heck Week.

Lighting Designer – _____ Works with the director and set designer to establish the lighting that best enhances the “mood” within each scene and transition.

Head Light Board Technician – _____ - runs the light board during rehearsals and shows. This individual must commit to attending show read-through, production team meetings, and all “mandatory” rehearsals PRIOR to Tech Week, Tech Week & Heck Week.

Asst. Student Light Technicians - _____ - crew members responsible for assisting lighting designers and head light board technician with hanging and focusing lights, cutting & installing gels, and operating spot lights. These individuals must commit to attending show read-through, and all “mandatory” rehearsals PRIOR to Tech Week, Tech Week & Heck Week.

Adult Spot Light Operators - _____ - Adult volunteers to operate spot lights in the catwalk. These individuals ideally will be available during designated rehearsal times during Tech Week & Heck Week and for all shows.

Hair & Makeup Designer – **Mari Durbin** - works in consultation with the Director to develop appropriate hairstyles, wigs, and makeup for the actors.

Hair & Makeup Crew – works with each actor to style hair and apply makeup according to the needs of the play/musical as outlined by the Makeup Coordinator.

Costume Managers – _____ work in consultation with the Director to develop costumes appropriate for each character. The creation or collection of costumes requires strong organizational skills. Student Costume Managers’ responsibilities include preparation and maintenance of costume bins and racks, labeling of all costumes.

Adult Costume Volunteers – _____ assist Director and Student Costume Managers in securing, creating and maintaining organization of costumes. This individual will ideally be available to assist during Saturday production work, as well as on *Shorebill* photography date, Heck Week dress rehearsals and opening night show.

Costume Crew - _____ volunteer to assist with all aspects of costuming for shows. Availability to work on week-ends is typically a necessity, unless individuals are sewing or crafting costumes on their own time at home.

Prop Managers – _____ work in consultation with the Director to secure and create the necessary props for the production. Sets up prop tables following appropriate protocol.

Adult Props Volunteer(s) - _____ guides and assists the Student Prop Managers and Crew with all aspects of show props.

Prop Run Crew - _____ works as a team to design, create & build each of the props for the play/musical based on the script and the Director's interpretation.

Box Office - _____ - responsible for the sale of tickets and in coordination with the House Manager the organization of seating.

Front of House Manager – Rachel Boolish - oversees lobby setup, decorations, and concession sales. This individual works closely with the Box-Office, House Staff & House Manager.

House Staff - Laura Golden _____ - responsible for the seating of the audience, program dispersal, and the general order and cleanliness of the seating area.

House Manager – Dave Frank - responsible for communicating with the House Staff and Stage Manager in regard to arrival, seating and dispersal of audience. This individual will communicate with the Director, Stage Manager, Cast, and Crew the pre-show and intermission "countdown."