RESPONSIBLE TO Director / Production Services Manager

ROLE

1. To assist the Director, from the time of appointment until the final dress rehearsal, with any matters required pertaining to the production, especially overseeing the administrative, financial and technical aspects in a practical and pragmatic manner.
2. To act as a liaison point between the production personnel.
3. To control and account for disbursements from the production float.

DUTIES

1. Attend, with the Director, regular production meetings convened by the Production Services Manager.
2. Provide receipts for any monies spent within financial delegation of $250.00
3. Prior to commencement of rehearsals
4. Ensure all cast have a copy of the script
5. Issue a rehearsal schedule and letter of welcome to each member of the cast and crew.
6. Take responsibility for the Production keys.
7. Advise production crew that, prior to money being spent from the production budget, approval must be sought from the Production Co-ordinator. In some instances this may take the form of a cash allowance from the production float.
8. Early in the rehearsal period
9. receive the Production float from the Treasurer.
10. prepare a list of names, telephone numbers and e-mail addresses of cast and production crew for distribution to each member of the company and to the Office Administrator.
11. pass all audition forms to the Office Manager for filing.
12. advise all non-members of a production of the requirement to become financial members and issue application forms or advise on online sign-up
13. ensure all cast and crew are acquainted with the location and operation of all fire alarm points and fire-fighting equipment. (Refer Location Plan in Director’s Manual).
14. On request from the Artistic Advisor, collect the required information for the programme (e.g. cast bios, commercial acknowledgements).
15. During the rehearsal period
16. be alert to the areas where the Director requires assistance.
17. Ensure the production crew members are assuming their relevant duties in a timely manner. When difficulties with their duties arise, consult with the Director and Artistic Advisor on an appropriate course of action. If necessary, source appropriate replacements from the membership, under the guidance of the Artistic Advisor.
18. maintain a record of the Director's stage directions and props movements in the Production Co-ordinator’s copy of the script.
19. Study the theatre’s Backstage Code of Conduct and, together with the Stage Manager, ensure cast and crew are familiar with its contents.
20. Liaise with the H&S Manager if required
21. Comply with current Health & Safety Policies and Procedures
22. For each rehearsal
23. prepare the working set and props as necessary.
24. At the end of each rehearsal, ensure the theatre is secured and locked according to the following checklist.
* Ensure all cups and dishes used are cleaned and put away
* Secure the roller door and glass deck doors (no key).
* Ensure magnetic front door release is **OFF** (top light switch in Office) and office door is locked.
* Lock the glass front door.
* Check windows closed in Green Room, Blue Room, office and kitchen.
* Check the air conditioners/heaters in Blue Room, Cast Room and Green Rooms are off.
* Check drain plug in kitchen glass/dish washer is pulled out; ceiling fan, stove and pie warmer are off, and window closed.
* Check lights out in :-

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| --- | --- |
| * Green Room
 | * Foyer
 |
| * Office
 | * Blue Room
 |
| * Store room
 | * Kitchen and bar
 |
| * 3 toilets
 | * Hallway
 |
| * Lighting box
 | * Auditorium
 |
| * Workshop
 | * Cast room
 |

* Check bolt engaged at the top and bottom - crash bar on fire exit door from auditorium.
* Ensure all smoke doors closed :-
* Cast room/Auditorium / Blue Room/Auditorium / Cast room/Workshop / Blue Room/Foyer / Cast room/Hallway / Auditorium/Workshop
* Check iron, fans and all heaters are turned off and all windows including toilet windows are shut.
* Set burglar alarm and exit through cast room door and lock.
* The above procedures are reversed if exiting through the front door.

N.B. For security reasons, and at the Production Co-ordinator’s discretion, ensure that at least one other member of the rehearsal team remains with the P.C. throughout the lock-up procedure and until clear of the car park.

1. By the time of the first dress rehearsal:
2. Canvass other production personnel (set design, props, etc.) and advise the Office Manager of any furnishings, fittings or equipment lent to the Theatre, and for which additional insurance cover may be required. Special insurance must be arranged to cover expensive items borrowed or hired for a production.
3. pass to the Stage Manager:
* the copy of the Production Co-ordinator’s script, if required.
* the contact details for cast and crew
* the Production keys
1. Organise the cast and crew shared meal for the final double dress rehearsal. The committee allocates a budget of $10 a head for this. The cost can be reimbursed by the Treasurer if there is insufficient money left in the $500 production float.
2. As soon as possible ensure all receipts for any money spent from the production float are handed back in to the Office Manager and ensure any balance from the float is repaid to HLT