SMALL TIME THEATRE

Production Roles

Director

- In charge of the creative vision for the production
- Chooses dialogue and vocal excerpts to be used in audition
- Chooses cast members for the production, assisted by the Artistic Director
- Collaborates with the Artistic Director to assign volunteers, Stage Managers, Designers etc.
- Contacts the cast to extend invitations for performer roles and volunteer roles
- Sends out initial Welcome Letter, including a timeline of rehearsals and a checklist of forms to fill out,etc (received from the Artistic Director) to crew and volunteers, after which point all communication will come from the Stage Manager with the exception of the Director Update
- Sends out Director Updates as necessary to cast members via the team communication hub
- Attends Production Team meetings as called by the Stage Manager
- Collaborates individually first, then collectively, with Set Designer, Costume Designer, Choreographer, Musical Director, Sound Operator, Lighting Designer to communicate the creative vision
- Attends visit to storage spaces in June and assists in reorganizing and reusing items - coordinated by the Executive Director
- Arrives at rehearsals 10 minutes early
- Works with Stage Manager to ensure creative vision is achieved
- Guides the first read through of the play during the first rehearsal
- Works with performers to do blocking
- Runs through scenes and sections of the script, including all aspects of the production
- Meet with Mic Manager to create mic map 6-8 weeks prior to first performance
- Works with Artistic Director if any problems or concerns arise with volunteers
- Communicates any questions/problems etc to the Artistic Director
- Works within the budget provided by the Executive Director

Assistant Director

- Reads and studies the script and music
- Attends visit to storage spaces in June and assists in reorganizing and reusing items
- Discusses interpretation with Director
- Attends auditions and assists with casting process if requested
- Attends all Production Team meetings
- Attends all rehearsals, taking notes as requested by Director
- Makes own notes and communicates regularly with Director regarding the progress of the production
- Works with performers on scenes, communicating any proposed changes with Director
- Acts as the Director in his or her absence
- Attends tech, dress and performances as requested by the Director
- Takes on additional volunteer role for performances

Choreographer

- Reads through the script and interprets each song, creating dance sequences to match the song
- Participates in the dance call auditions, evaluating the dance abilities of all auditionees and offer suggestions on which individuals might be best suited to each role based on dance performance
- Attends Production Team meetings as called by the Stage Manager
- Creates dance routines that work with the music and lyrics of a production or performance, working with children's abilities to highlight strengths
- Occasionally develops a sequence of movements in a scene when asked by the Director
- Attends rehearsals (arriving 10 mins early) and ensures everyone has a clear understanding of the routine
- Makes sure the movement follows the Director's vision
- Coordinates filming of rehearsal choreo with Assistant Stage Manager
- Attends both tech and dress rehearsals (and performances as requested)

Musical Director

- Studies the musical scores and script to prepare for rehearsals
- Assists in choosing vocal excerpts to be used in auditions, as requested by Director
- Participate in auditions as requested, evaluating the vocal abilities of all auditionees and offer suggestions on which individual might be best suited to each role based on vocal performance
- Ensures accompaniment tracks and rehearsal materials are available for use by all cast members and Sound Operator
- Secures rehearsal accompaniment (piano, speakers, soundtracks, etc)
- Teaches music to the cast and musicians
- Arranges for recording of individual harmony tracks for at home rehearsal
- Attends rehearsals, arriving 10 mins early and ensures clean-up of music rehearsal space
- Leads regular warm-ups with the cast and musicians before shows including tech and dress rehearsals
- Attends Production Team meetings as called by the Stage Manager
- Attends both tech and dress rehearsals
- Coordinates with Sound Operator to ensure sound for rehearsals and performances

Assists in tech booth during performances if requested, or assigns an Assistant

- Ensures performance tracks are performance quality
- Assists with creation of mic map, coordinating with Director and mic manager 6-8 weeks before performance

Stage Manager

- Coordinates with Board Secretary to collect all cast & volunteer contracts and waiver/release forms by the end of June
- Is responsible for all communication to the cast and crew, with the exception of the Director Update
- Schedules and runs Production Team meetings monthly
- Schedules who attends rehearsals and ensures they run smoothly
- Attends Task Force Meetings
- Attends all rehearsals, arriving 10 mins early, and arranges clean up of rehearsal space, ensuring no cast or crew is left in the building
- Coordinates meeting with Backstage Manager and Assistant Stage Managers to organize tasks for rehearsals/performances

- Creates a prompt book, taking note of all sound, lighting, and stage cues, as well as blocking notes, missed lines, entrances, and exits
- Distributes production templates to Costumes, Sets, Backstage Manager, and Microphone Manager
- Oversees coordinating efforts of Director, Music, Choreographer, Sound, Lighting, Sets, Costume, and Props at production team meetings
- Ensures safety of cast and crew, including management of height and weight restrictions for set pieces
- Communicates needs for rehearsal props and set pieces to the Props Manager and Set Committee Chair
- Attends June Clean out of storage spaces if requested coordinated by the Executive Director
- Requests help to transport sets/props/costumes to and from rehearsals from the Executive Director
- Meets with theatre technicians before tech rehearsal
- Calls cues during performances from the sound booth
- Ensures mics are ordered for the shows by the Microphone Manager
- Works with Artistic Director if any problems or concerns arise with volunteers
- Communicates reimbursement process and deadlines to committees on a regular basis after receiving the process from Vice President
- Ensures all receipts are submitted before the cast party (excluding Task Force and Mic Manager who have one week extra to submit receipts)
- Ensure all chairs compile lists of all sets, props, costumes for future use and pass on to Vice President of Operations and Executive Director to update master list of what is in storage, including photos
- Coordinates meeting with Backstage Manager and Assistant Stage Managers prior to performances to review scene requirements, inviting Director to participate

Backstage Manager

- Arrives early to rehearsal to check in/out performers and record attendance
- Oversees rehearsal to ensure transitions between time slots are managed properly
- Creates cue sheets for prop and set changes and reviews with Stage Manager
- Communicates needs for rehearsal props and set pieces to the Stage Manager
- Arranges filming of choreography at rehearsals so it can be made available to cast members via the team communication hub
- Coordinates stagehands during rehearsals and performances
- Schedules all performance backstage related volunteer roles such as stage hands, rehearsal volunteers, runners, microphone committee, green room supervisors, Saturday afternoon theatre security between performances, etc.
- Works with Artistic Director if any problems or concerns arise with volunteers
- Meets regularly with Assistant Stage Managers to organize tasks for rehearsals/performances

Assistant Stage Managers

- Attends all rehearsals, arriving 10 mins early, and assists with take down
- Assists in rehearsals with lines and cue prompts, as well as supervision
- Records video of rehearsals to share with cast for at home practice
- Communicates stagehand, rehearsal, green room volunteer needs to Backstage Manager
- Takes stage cues from Stage Manager during performances
- Oversees all backstage activities
- Manages the props table and sets at rehearsals and performances

Stagehands

- Works under direction of Assistant Stage Manager
- Moves set pieces, places props in between scenes during performances
- Assists performers with receiving props and costume pieces
- Attend at least 4-5 rehearsals, as well as theatre rehearsals
- Option for high school age students

Microphone Manager

- Studies script and attends rehearsals to draft an initial outline for mic map, using a template, as provided by Stage Manager
- Can act as a Music Assistant during early rehearsals
- Meets with Director and Music Director to create final mic map for the tech booth and backstage cue sheet
- Distributes mic map to the sound technician three weeks before tech rehearsal
- Books rental of mics 4-6 weeks before performances
- Attends theatre rehearsals
- Unboxes, labels and organizes all microphones,etc
- Distributes mics to cast members at Tech and Dress rehearsals and performances
- Buys and changes batteries at every performance
- Attends tech meeting the night before tech rehearsal to ensure programming - include testing of mics with issues
- Works with the tech booth to make sure mics are programmed correctly
- Orders additional microphones for performances as needed
- Pick up and return mics from rental company
- Takes home headsets and packs between performances
- Attend second to last production meeting
- Coordinates Microphone Committee with Stage Manager
- Note Mics with issues to be tested before next production

Sound Operator

- Attends rehearsals when required
- Ensures sound equipment is operational prior to each rehearsal/performance working with the Musical Director
- Follows all sound cues
- Meets with theatre technicians before tech rehearsal if required
- Sits in sound booth with theatre technicians and stage manager during every performance including theatre, tech and dress rehearsals ensuring sound cues
- Position to be filled by STT alumni, as requested by Executive Director

Lighting Designer

- Collaborates with the Director and Set Designer on establishing a lighting design at production meetings
- Determines extra lighting requirements and arranges for rental and transport to the theatre
- Attend lighting meeting at theatre prior to tech rehearsal to set lights with minimal adjustments required at tech

- Attends first Production Team meeting, and other meetings as needed, as called by the Stage Manager
- Creates cue sheets
- Attends some rehearsals as needed
- Meets with theatre technicians before tech rehearsal
- Sits in sound booth with theatre technicians and stage manager during every performance including theatre, tech and dress rehearsals

Set Designer

- Is responsible for designing all items on stage, in collaboration with Production Team
- Follows artistic direction, communicated by the Director, to achieve the desired vision of the production through colour scheme, architectural “look”, and other stylistic choices
- Creates a set of accurate drawings for builders, with measurements and visuals
- Communicates with the Props Manager to ensure vision is achieved
- Works with the Set Committee Chair to ensure set pieces achieve desired vision
- Attends visit to storage spaces in June and assists in reorganizing and reusing items
- Attends rehearsals as requested, including theatre rehearsal to make adjustments as needed
- Attends Production Team meetings, as called by the Stage Manager
- Attends Set Committee meetings called by the Set Committee Chair

Sets Committee Chair

- Coordinates sets/furnishings committee, scenic artist and set painters ensuring vision of Set Designer is achieved
- Attends Production Team meetings as called by the Stage Manager
- Works within a budget and keeps track of receipts
- Considers options for renting from other theatre groups
- Schedules and runs meetings of the set committee
- Send reminders of assignments/deadlines to Sets Committee members
- Ensures Set Committee takes photos of all sets prior to storing items, then give to Stage Manager for documentation
- Coordinates the transportation of sets to the theatre and the theatre rehearsals and oversees the set-up and take down working with the Stage Manager and Task Force
- Ensures rehearsal set pieces are available as requested by Stage Manager
- Attends theatre, dress and tech rehearsals, and performances to ensure set pieces are known to the backstage crew, including placement of items on stage
- Removes castors after last performance of any items being discarded, and delivers to Stage Manager

Sets Committee

- Is responsible for all items that are stationary and performers do not directly handle
- Builds, borrows and/or rents sets and furnishings based on blueprints and drawings supplied by Set Designer
- Takes photos of all sets prior to delivering to rehearsals/performances
- Ensures sets and furnishings are available for rehearsals when scheduled
- Works within a budget and submits receipts to Sets Committee Chair
- Assists Task Force in set-up and take-down of sets at the theatre
- Paints set pieces, backdrops and furnishings as per set design and complete by provided deadlines

Props Manager

- Responsible for all items that the performers handle
- Receives direction from set designer and Director to ensure clear vision
- Attends visit to storage spaces in June and assists in reorganizing and reusing items
- Builds, borrows and/or rents props based on blueprints and drawings supplied by Set Designer
- Attends Production Team meetings as called by the Stage Manager
- Schedules and runs meetings of the props committee
- Arranges free (fake) rehearsal props (toilet paper rolls, paper plates, etc)
- Ensures rehearsal props are available as requested from Stage Manager
- Ensures final props are at rehearsals when scheduled
- Ensures Props Committee takes photos of all props prior to storing items, then send to Stage Manager for documentation
- Arranges to replenish or repair props as needed throughout rehearsal and performances
- Works within a budget and keeps track of receipts
- Disposes of free fake rehearsal props at the end of the last rehearsal
- Attends theatre, dress and tech rehearsals, and performances to ensure prop pieces are known to the backstage crew

Props Committee

- Takes direction from the Props Manager to create props
- Builds, borrows and/or rents props as necessary
- Takes photos of all props prior to delivering to rehearsals
- Ensures transportation of rehearsal props are available as requested from Stage Manager
- Arranges free rehearsal props (toilet paper rolls, paper plates, etc)
- Arranges to replenish or repair props as needed
- Works within a budget and submits receipts to the Props Manager
- Disposes of free rehearsal props at the end of the last rehearsal
- Attends theatre, dress and tech rehearsals, and performances to ensure prop pieces are known to the backstage crew

Costume Designer

- Collaborates with Director and Production Team on establishing a costume design
- Attends visit to storage spaces in June and assists in reorganizing and reusing items
- Creates colour sketches or vision boards of people and clothing that communicate the final “look” of costumes confirming with the Director
- Creates sketches or a design board for hairstyles and make-up
- Communicate shoes/hair/makeup/costume underclothing needs to the cast no more than one month after the beginning of rehearsals
- Attends costume rehearsals
- Attends rehearsals as available
- Attends rehearsals for costume fittings with the Costume Committee Chair as required
- Attends Production Team meetings as called by the Stage Manager
- Choose one costume to be archived and gather and deliver it to the President of the Board after performances if requested
- Assists with costume changes/hair/make up at theatre rehearsals and performances

Costume Committee Chair

- Takes measurements of all cast members before any costumes are planned
- Uses template for organization, as distributed by the Stage Manager
- Utilize list of non-STT volunteers for sewing, as provided by the Executive Director
- Attends Production Team meetings as called by the Stage Manager
- Buys, rents or borrows costumes and accessories (shoes, hats, gloves, jewelry, etc)
- Works within a budget and keeps track of receipts
- Schedules and runs meetings of the Costume Committee
- Sends reminders of assignments/deadlines to Costume Committee members
- Coordinates transport of costumes to and from the theatre for all rehearsals and performances
- Coordinates costume fittings at rehearsals with the Costume Designer
- Attends costume rehearsals
- Create a spreadsheet with pictures to sell costumes to cast members, if not requested for future use by the Artistic Director
- Coordinate sale of costumes to cast, collect funds, and send to treasurer
- Coordinates needs of Hair/Makeup volunteers to the Stage Manager if required
- Ensures all required makeup is at the theatre for performances, dress rehearsal, tech rehearsal, and the costume photo night
- Ensures that appropriate action is taken to reduce the risk of side effects from using special effects make-up/hairdressing techniques
- Assists with costume changes/hair/make up at theatre rehearsals and performances
- Coordinates dressers for costume changes
- Wash unsold costumes and store

Costume Committee

- Takes direction from the Costume Committee Chair to create costumes for an assigned group
- Buys, rents or borrows costumes and accessories (shoes, hats, gloves, jewelry, purses, etc.)
- Sews costumes if necessary
- Works within a budget and submits receipts to Costume Committee Chair
- Attends costume rehearsals
- Supplies rehearsal costumes as required
- Takes photos of all costumes as requested by Costume Committee Chair
- Assists with costume changes/hair/make up at theatre rehearsals and performances

Photographer

- Takes and edits rehearsal and production photos for promotional needs and archive purposes and provides them to the Director of Marketing in a timely manner via a shared drive created by Director of Marketing
- Works with Director of Marketing to ensure brand consistency with photos
- Takes the Cast Photo at first theatre rehearsal for the program and archive purposes
- Attends rehearsals on a semi-regular basis to take photos
- Attends first theatre rehearsal, tech rehearsal, and dress rehearsal to take production photos
- Requires a DSLR, or mirrorless camera
- Distributes pictures to the Director of Public Relations and Communications as requested
- Coordinates video footage for use as a YouTube montage

Videographer

- Works with the Director of Marketing to create promo video and record one performance of the production
- Attends first theatre rehearsal to record and create promotional video (horizontal and vertical formats) and then provide to Director of Marketing
- Videotapes one performance and makes video available for viewing, and provides a link to the Director of Marketing for distribution to cast and crew and for archive purposes

Website Administrator

- Works with the Director of Marketing on website design to ensure brand continuity
- Maintains backend of the website and deals with any technical issues that may arise
- Create individual production pages
- Ensure production photos are added to the site at shows end
- Add production poster to the website (home and production pages)
- Update posters on the website once the sponsors have been added
- Works with the Director of Public Relations and Communications to ensure website content is accurate and up to date including upcoming shows, audition information and making ticket sale links live
- Set up ticket sales on ticket website including any special ticket needs (eg. sponsorship tickets, complimentary tickets, accessible seating, videography seating, etc.) as provided from the Director of Public Relations and Communications and email those tickets to the Director of Public Relations and Communications
- Provide the Director of PR with support on ticket questions that may arise from patrons

Task Force

- Position is for the full season, assisting both productions (June-March)
- Attends monthly Task Force meetings as called by the Executive Director
- Attends and assists on set build day as required
- Plans and assists with bottle drive
- Plans and assists with cast party
- Coordinates ordering, selling, and distribution of STT swag, and Production tshirts
- Assists in moving set/prop pieces as requested from the Executive Director for rehearsals
- Assists with transportation of items to and from the theatre for the theatre rehearsals and performances from the storage facility
- Is present at the theatre to help unload and put pieces where they need to go, as directed by the Backstage Manager
- Is present at the theatre after closing night to load sets/props/costumes and unload at storage
- Assists in miscellaneous tasks as required
- Assists in Saturday afternoon theatre security between performances as requested

Creative Space Host

- Provides a safe and accessible workspace in South Calgary (such as a garage or home workshop) for volunteers to build, paint, and prepare set pieces and props
- Allows volunteers to build, and paint materials needed for the production
- Works in coordination with the Executive Director to schedule usage and ensure materials and workspace guidelines are respected.
- Allows access to space (with required notice) at all hours

Other Volunteer Roles

Executive Director

- Ensures all volunteers understand their assignments in June
- Coordinates visit to storage spaces in June for reorganizing and transporting items
- Stores all seacan codes and keys during performances
- Oversee Task Force, meeting monthly, and assist organization of bottle drive, cast parties, and tshirt orders, u-haul pickups and drop offs
- Ensures Task Force is assisting Stage manager in required tasks such as moving set/prop pieces etc
- Create schedules for Committee members / Task Force to ensure equal distribution of responsibility of tasks
- Receive list of owners of trucks from the Vice President of Operations and communicate willingness/availability/needs of truck owners to help with transportation needs
- Responsible for having programs printed prior to the performance, ensuring correct with the Marketing Designer
- Regularly check in with each parent volunteer individually, problem solving any issues or concerns that arise and communicating constructive feedback with the Director and Stage Manager
- Compile list of non-STT volunteers to distribute to committees for help with sewing, building, stage hands, etc
- Ensure all volunteers are being utilized and oversee youth volunteers and adult volunteers who do not have a specific volunteer role or child involved in a production
- Ensures volunteers know they should never be alone when working with cast members
- Assists Front of House in finding ushers/scanners for performances
- Oversee day-to-day operations of the organization
- Oversee execution of all productions from an operational perspective
- Oversee budget adherence across productions
- Ensure production teams:
    - Stay on schedule
    - Stay within budget
    - Have necessary resources
- Ensure all productions are properly resourced and supported
- Maintain and refine organizational systems, workflows, and documentation
- Oversee season production timelines in collaboration with the Artistic Director
- Ensure all departments (production, marketing, operations, FOH) are aligned
- Troubleshoot operational challenges across productions
- Oversee recruitment, onboarding, and retention of volunteers
- Create and maintain volunteer training systems and expectations
- Ensure all roles are clearly defined and filled
- Ensure adherence to safety policies (eg. 2 adult rule), and code of conduct
- Provide operational reports to the Board
- Identifies, risks, capacity gaps, growth opportunities
- Support long-term initiatives (facility, expansion, etc.)
- Help execute Fundraising initiatives (bottle drive, etc.)
- Initiate and develop Grant Applications
- Oversee Sponsorship relationships
- Develop and maintain community partnerships

Artistic Director

- Creates a season schedule; chooses the shows that will be performed for the year
- Chooses Directors for each production
- Has the opportunity/requirement to direct shows themselves
- Creates signups and volunteer forms to be distributed for auditions with approval from the Board
- Ensures audition information to be sent out from STT such as the sign in sheet, cognito forms, etc receiving links etc from the President
- Attends every audition welcoming families, answering questions, etc inviting the Vice President or the Secretary to help with the signing in
- Collaborates with the Directors to assign volunteers, Stage Managers, Designers etc.
- Assists Directors in choosing cast members
- Provides template to the Director to send out cast and volunteer invitations for assignments
- Regularly meet with Directors
- Reports to the Board of Directors on a regular basis on such topics as cast and volunteer assignments, production needs, policy and procedure recommendations, etc.
- Represents Small Time Theatre at events, public and social appearances
- Works with the Director of Public Relations to make sure STT's public image and any specific messages are on brand and communicated properly
- Creates growth and innovates for the improvement of the theatre based on its founding principles and aims
- Attends 2 Production Team meetings for each production, coordinating which ones with Director
- Attends visit to storage spaces in June and assists in reorganizing and transporting items coordinated by the Executive Director
- Ensures volunteers are not alone when working with cast members
- Prepares mandatory parent information meeting
- Delivers list of truck owners, with phone numbers, to Executive Director
- Keeps master list of all items in storage, including gathering photos from stage manager of all sets/props/costumes
- Update document of cast members after casting
- Receive list of all current sets, props, costumes from Vice President of Operations to distribute to future directors before June clean out

Casino Chair

- Ensures all paperwork is filled out promptly and properly
- Coordinates volunteers for casino
- Works with Treasurer

Board Member

- Manages operations of Small Time Theatre
- Ensures the boards' goals and objectives are met
- Prepare for, attend, and participate in board meetings.
- Attend production meetings and/or committee meetings as required.
- Stay informed about board and committee matters, review and comment on minutes and reports.
- May be asked to take on additional responsibilities such as serve on a committee and oversee special assignments
- This role is a minimum 2-year term