# Stone Creek Community Theater

## Club Roles, Responsibilities and Production Guideline Handbook

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## Foreword

This Handbook is intended to provide helpful information about the many ways in which members of the Stone Creek Community Theater Club can contribute their time, talents and effort to help keep the Club going. While many of the Club's requirements are centered on staging plays for the Stone Creek community, there are many other opportunities for our members to volunteer.

Please review all of the job descriptions in this guide to see where you might wish to participate. We need actors, directors and others to help us put on plays, but we also need members who are interested in publicity, communications, hospitality, and assisting the Board of Directors by working on committees. Thanks to the efforts of several of our members, including some of our newest members, we have made great strides in these areas recently, and this handbook is intended to help ensure that we continue to make progress well into the future.

This handbook is a living document. The guidelines set forth herein will likely evolve over time. If you have ideas to improve any of the descriptions of roles and responsibilities you find here, please submit them to a member of the Board of Directors.

Thanks very much. Break a leg!

## SCCT Board of Directors

- Responsible to the SCCT membership and the Stone Creek community.

- Makes policy decisions for the Club and enforces Club bylaws.

- Recruits and appoints committee chairmen and members to fill key ongoing roles and responsibilities.

- Appoints a committee to review and recommend scripts.

- Makes final script selections.

- Appoints a Producer and a Director for each production.

- Reviews and approves budget proposed by Producer.

- Provides support and assistance as needed.

**NOTE:**
The roles and responsibilities of the individual members of the Board of Directors are defined in the Stone Creek Community Theater Bylaws. Responsibilities delineated above pertain to the Board of Directors as a body.

## Technical Director/Scene Shop Manager

- Maintains inventory of platforms, flats, braces and other set construction components stored in the SCCT shed.

- Meets with set designer(s) to assess the needs for each production.

- Where necessary, and with the approval of the SCCT BOD, purchases additional lumber, hardware, paint, etc. to build or alter set components.

- Recruits volunteers and schedules work sessions for construction and painting of set components.

- Supervises work crews moving items out of the shed for move-in to the theater and returning items to the shed after the set is struck/deconstructed.

- Monitors condition of set components, including flats, platforms, braces, etc..

- Makes recommendations to the BOD regarding capital expenditures to maintain or build new set pieces.

## Properties Manager

- Maintains inventory of furniture, set decorations and properties stored in the SCCT shed or at the Club's offsite storage facility.

- Meets with Stage Managers and Properties Masters/Mistresses to assess the needs for each production.

- Coordinates with the props crew for each production to identify sources for needed props, preferably by loan or donation. Oversees the purchase of new props when authorized by the SCCT BOD.

- Supervises move-in of furniture and props from the shed or storage facility to the stage and storage of furniture and props in the shed or storage facility following each production

- Maintains furniture and props in good condition.


## Costumes/Wardrobe Manager

- Maintains inventory of costumes, accessories and wigs stored in the SCCT offsite storage facility.

- Meets with Stage Managers and Costume Designers/Coordinators to assess the needs of each production.

- Coordinates with Costume Designers/Coordinators to identify sources for needed costumes, preferably by loan or donation. Oversees purchase of material, accessories, sewing supplies, etc. when authorized by the SCCT BOD.

- Supervises the removal of costumes, accessories and wigs from the storage facility and organization in the dressing rooms prior to each production. Ensures that costumes are returned to the storage facility in good condition following the production.


## Make-up Manager

- Maintains inventory of make-up and supplies stored in the SCCT offsite storage facility.

- Meets with Directors or Stage Managers to assess the needs of each production.

- With the approval of the SCCT BOD, purchases make-up and supplies as needed.

- Helps recruit and train make-up artists to work on each production.

## Lighting and Sound Coordinator

- Serves as liaison between SCCT and the Stone Creek AVL Committee.

- Becomes familiar with the operation of the lighting and sound equipment in the Reunion Center ballroom.

- Recruits members of SCCT to obtain training on the lighting and sound equipment.

- Meets with Stage Managers and Lighting and Sound Designers to assess the needs of each production.

- Oversees SCCT members operating lighting and sound equipment to ensure that all procedures established for the equipment are followed correctly per AVL Committee..

## Box Office Manager

- Monitors the Club gmail account (sctheaterclub@gmail.com) for online ticket orders. Adds orders to the ticket sale record books. Confirms ticket orders by return email and notifies residents as to the dates on which they can pay and pick up their tickets in the Reunion Center.

- Prepares and numbers Season Tickets at the beginning of each year, prepares a season ticket sales record book and ticket envelopes for each date on which season tickets will be sold in the Reunion Center.

- For each production, the Box Office Manager will prepare and number tickets, prepare ticket sale record sheets and ticket envelopes for each date on which tickets will be sold in the Reunion Center.

- Schedules dates for ticket sales in the Reunion Center, taking advantage of scheduled activities and functions to maximize visibility and traffic.

- Recruits volunteers to sell tickets on the scheduled dates.

- Ensures that volunteers selling tickets understand the ticket sale record sheets and the need to balance the number of tickets sold and the total monies collected at the end of each sales day.

- Ensures that volunteers selling tickets have $50 (in five dollar bills) for making change.

- Prepares memo recapping number of tickets sold and amount of money collected and turns it over to the SCCT Treasurer along with the collected money and checks for deposit to the SCCT checking account.

- Recruits volunteers to collect tickets at the door (in coordination with the production House Manager).

**NOTE:** Special procedures are needed for productions at which there is assigned seating (e.g. dinner theater) or in the event that tickets will be sold at the door.

## Publicity Manager

- Coordinates with the SCCT webpage editor and the SCCT Facebook page moderator to place all notices related to each production on the SCCT page of the Stone Creek website ([www.stonecreekdelwebb.com](www.stonecreekdelwebb.com)). This includes audition notices, calls for volunteers, announcement of production and ticket sales dates.

- Arrange dates for cast photos.

- Coordinates the creation of posters for each production.

- Coordinates the collection of information required for production programs.

## Publicity Committee

- The members of the Publicity Committee shall assist the Publicity Manager to take advantage of opportunities to reach out to Stone Creek residents including the following:
    - Monthly Food Truck nights in the Reunion Center parking lot
    - Annual Club Expo
    - Annual Stone Creek Fall Festival

## Script Review Committee

- The members of the Script Review Committee shall make annual recommendations to the BOD as to the list of plays that will make up the upcoming season.

- Assisted by the other member of the committee, the chair(s) of the committee shall identify the scripts to be reviewed by the committee. They will search online sites, check libraries, take suggestions from SCCT members, or utilize any other available resources.

- to identify candidate scripts.

- All members of the Script Review Committee shall read all of the candidate scripts during the review period. Scripts will be circulated among the committee members until all member have had the opportunity to review each script.

- The committee will hold a meeting at the end of the review period to discuss the scripts and vote. At least four scripts will be recommended to the SCCT BOD for final consideration.

- The committee will submit their recommendations to the SCCT BOD before the September monthly club meeting.

## SCCT Communications Coordinator

- The SCCT Communication Coordinator shall assist the BOD with ensuring that Club members and the Stone Creek community are kept abreast of SCCT events and activities.
- The Communication Coordinator shall work together with the following volunteers to get the Club's messages out.

## Web Page Editor

- The SCCT Web Page Editor shall regularly monitor the content of the Club's webpage at www.stonecreekdelwebb.com to ensure the information is timely and that important news about the Club's activities is reflected there.
- The dates and preliminary agenda for the Club's monthly meetings should be posted on the webpage, as well as the minutes from prior meetings.

## Newsletter Editor

- The Newsletter Editor shall prepare and distribute, via email, a newsletter to the members of SCCT.
- The editor shall consult with the Club President and other members of the BOD to determine the content of each newsletter.
- The frequency of the newsletter has not yet been determined.

## Facebook Page Moderator

- Post timely and informative posts announcing upcoming performance ticket sales, and show dates and times.
- Letting the public know about:
  - Upcoming audition dates and times.
  - Requests for volunteers to get involved behind the scenes.
- Post information to increase overall understanding about the club and ways to share skills and get involved.
- Post non-theater-related posts to maintain relevance and engagement with followers.

## Social Committee

- Plan quarterly outings for SCCT members.
- Plan the annual holiday party.

### Graphic Designer/ Print Coordinator

- Designs posters to be displayed in Stone Creek buildings to advertise ticket sales before the start of each season (season tickets) and before each show.

- Designs the cover and lays out the contents of the program for each show.

- Coordinates with the advertising sales team to include all sold advertisements in programs.

- Assists the SCCT Board of Directors, as needed, to prepare special documents, posters or other printed materials.

### Email Mailing List Coordinator

- Maintains the distribution lists associated with the Club's gmail account, adding new names as needed and making any other revision. The Club currently has distribution lists for the following purposes:
  - Members
  - Patrons
  - Season Ticket Holders
  - Interested Contacts

### Window Display Coordinator

- Maintains the SCCT display in the display case in the Reunion Center lobby.

### Club Photographer

- The Club Photographer(s) shall take pictures of the cast and directors of each show for use in posters and programs.

- The Club Photographers shall take pictures at the dress rehearsal of each show to be posted in the Club's online photo galleries.

### Hospitality Committee

- Members of the Hospitality Committee will host Season Ticket holders in Meeting Room 2 as they arrive and during intermission. The Club will provide bottled water and some snacks as a perk for Season Ticket holders.

- The Hospitality Committee shall send Thank You, Congratulations, Get Well, Condolence and other such messages to Club members, as needed.

### Workshop Coordinator

- The Workshop Coordinator will recruit experienced Club members or outside resources to conduct periodic workshops for Club members. These workshops may cover a variety of theater related topics, such as:
    - Acting/Improvisatiion
    - Auditioning
    - Make-Up
    - Directing

### Librarian

- The SCCT Librarian shall keep an inventory of the play scripts and other books in the Club Library, which is stored in the Theater Club file cabinet in the server room behind the stage in the Reunion Center. This inventory should be available to Club members at the monthly meeting. If any member wants to borrow a script or book, the Librarian shall retrieve it from the file cabinet for the member. The Librarian will also maintain a log of loaned materials.

### Advertising Sales Coordinator

- The SCCT Advertising Sales Coordinator shall contact local businesses and organizations to place advertising in SCCT's show programs. The Advertising Sales Coordinator shall work with the Board of Directors at the beginning of each year to establish the rates for advertising for the coming season of shows. Beginning with existing advertisers, the Advertising Sales Coordinator and their committee shall then enlist advertisers for the programs.
- Coordinate with SCCT Graphic Designer to include ads in programs.

### Welcoming Committee

- The Welcoming Committee shall reach out to prospective members who express interest in becoming involved with SCCT to answer any of their questions.

- Members of the Welcoming Committee shall staff a table one day each month in the Reunion Center lobby to let members of the Stone Creek community know about the activities of SCCT and to try to interest them in becoming involved with the Club.

- The Welcoming Committee shall also collect the names of prospective members at annual Club Expos and Fall Festivals.

- Any members who know of a resident who might be interested in joining the Club may forward the name of the resident to the Welcoming Committee.

## Producer

- Responsible to the Board of Directors.

- Secures rights to present play from royalty house or publisher-agent.

- Develops production budget and submits it to the BOD for approval.

- Manages the production budget, approving and tracking all expenditures and coordinating payments/reimbursements with the SCCT Treasurer.

- Coordinates with the Box Office Manager to track ticket sales and production income.

- Identifies and recruits key staff for the production.

- Works with the Director to develop schedules for auditions and rehearsals.

- Attends auditions, first rehearsal and production staff meetings.

- Coordinates communications, working with key staff to ensure that all volunteers receive timely notice of all scheduled events.

- Resolves any issues or disagreements among production staff.


## Director

- Responsible to the Producer and the Board of Directors.

- Interprets the script, including
    - Understanding the playwright's intent and what the show is about.
    - Identifying the distinct locales in which action will take place and the key furnishings, costumes and props that will be required.
    - Blocking the production, creating a moment-by-moment plan for the movement and grouping of actors on the stage including all entrances and exits.

- If needed, recruit Assistant Director.

- Casts the production.

- Communicates interpretation of the script and needs to the production designers (Set, Lighting and Sound, Costumes and Properties).

- Together with the Producer, develops a schedule for auditions and rehearsals.

- Plans the rehearsals.

- Guides the actors in their work during the rehearsals.

## Assistant Director (if applicable)

- If desired, the Director may appoint an Assistant Director to help manage his or her responsibilities.

- Responsible to the Director.

- Provides consultation and support to the Director during casting.

- Keeps the blocking book, making any necessary revisions as rehearsals proceed.

- Under the Director's supervision, may take groups of actors aside to run lines or rehearse scenes.

- Runs rehearsals during any absences by the Director.

## Stage Manager

- Responsible to the Director and the Producer.

- In the absence of an Assistant Director, the Stage Manager is the Director's key assistant/resource during rehearsals.

- Marks out the dimensions of the set on the floor of the stage/rehearsal space.

- Ensures that props and furnishings needed during rehearsals are available.

- Attends all rehearsals.

- Keeps the blocking book, making any necessary revisions as rehearsals proceed, unless an Assistant Director assumes this responsibility.

- Develops and maintains the master copy of the script called the prompt book that contains all the blocking plus all of the lighting, sound and set change cues.

- Runs meetings of the production staff.

- Communicates the wishes of the director to the designers and other production staff.

- Coordinates the work of the stage crew.

- Calls all entrances and other cues (curtain, lighting, sound, etc.) during performances.

- Oversees the entire production each time it is performed.

### House Manager

- Coordinates the work of volunteers to ensure house seating is arranged as needed.

- Ensures that programs are available in sufficient numbers for each performance.

- Trains and supervises ticket takers and ushers.

- Resolves any questions or disputes regarding tickets.

- Is responsible for the safety of the audience and must be familiar with emergency escape exits and procedures.

- Provides a signal to the Stage Manager when the house is ready for the performance to begin.

### Set Design and Construction/Set Dressing

- Meets with the Director to discuss the Director's interpretation of the set and view of set details.

- Meets with the SCCT Technical Director to identify the set components already in the SCCT inventory that may be used to construct the set.

- Prepares a budget for additional set requirements and submits it to the Producer for submission to the SCCT BOD for approval.

- Prepares a floor plan of the proposed set, drawn to scale and showing the layout of the set and the placement of furniture and large props.

- Coordinates the construction or modification of set components with the Technical Director and volunteers.

## Lighting and Sound Design and Execution

- Meets with the Director to discuss the Director's interpretation of the play and how lighting and sound will be required to present the play on stage.

- Prepares a scene-by-scene lighting plot for the play.

- Works with the SCCT Lighting and Sound Coordinator to implement the lighting plot using the Stone Creek lighting equipment.

- Prepares a detailed plot of every lighting or sound cue and meets with the stage manager to ensure all such cues are recorded in the master prompt book for the production.

## Costume Design and Coordination

- The costume designer meets with the director to understand the director's interpretation of the play and the appropriate style of costumes that will be needed.

- Creates a costume plot for the production, listing the costumes required by each actor, scene by scene. Submits the costume plot to the stage manager to be included in the master prompt book.

- Meets with the SCCT Costume/Wardrobe Manager to identify costumes, accessories, wigs, etc. already in the SCCT inventory that may be used.

- Recruits members with sewing experience to help create new costumes where needed.

- Seeks out costumes and accessories needed for the production, preferably by donation or loan. With approval of the producer, makes purchases where no other options are available.

- Recruits costume assistants/dressers where needed backstage for quick costume changes.

- Manages the costumes, accessories, wigs, etc. in the dressing rooms backstage at the Reunion Center.

- Following the production, sees that all items that were loaned to SCCT are returned in good condition. Otherwise, see that costumes are stored appropriately in the SCCT shed.

## Properties Master/Mistress

- Meets with the director to understand the director's interpretation of the play and what props are required to stage the production.

- Creates a properties plot for the play, showing each prop that is part of the set dressing for each scene and each prop that will be available backstage to be carried onstage by an actor. Submits the properties plot to the stage manager to be included in the master prompt book.

- Meets with the SCCT Properties Manager to identify props already in the SCCT inventory that may be used in the production.

- Seeks out additional needed props, preferably by donation or loan. Where necessary, make purchases with the approval of the producer.

- Recruits properties assistants to help with set dressing and backstage props management during the production.

- Manages the properties and makes certain they are accounted for following each rehearsal or performance.

- Following the production, sees that all items that were loaned to SCCT are returned in good condition. Otherwise, see that props are stored appropriately in the SCCT shed.