

# SPRING MUSICAL CREW JOB DESCRIPTIONS

(Revised 10/7/2015)

**Please be aware that the commitment time required for each crew varies. Expect a minimum of 1-2 hours per week, 4-6 weeks prior to show opening.**

---

## **Musical Co-coordinator:**

Learn the ropes! Assist with cast/crew/volunteer communication. Help create and send out emails. Assist with writing website posts and updates. Help manage production process from auditions through final performance night.

---

## **Set Design/Construction:**

Collaborate with Mr. Sweet to determine set needs. Design, construct/build set, paint set pieces, move set pieces during performances. Oversee student crew.

## **Props:**

Collaborate with Mr. Sweet to determine prop needs. Lead student crew in gathering necessary props and setting up for performances, moving props on and off stage during performances. Oversee student crew.

## **Costumes:**

Collaborate with Mr. Sweet to determine costume needs. Communicate with parents about costume requirements. Gather and size costumes, create costumes as needed. (Some sewing may be necessary.) Organize costumes for performances and supervise/assist cast with wardrobe changes during performances. Oversee student crew.

## **Make-Up:**

Collaborate with Mr. Sweet to determine make-up needs and ensure cast has appropriate make-up applied for the show.

## **Tech:**

Assist Tech Leader with sound, microphones, lights, etc.

## **House/Box Office:**

Collect donated food items and coordinate cast/crew lunches and strike party. Help set up chairs before performances and clean up auditorium after performances. Help fill water coolers for cast/crew, hand out and collect playbills at performances, hang cast bios after school on dress rehearsal days, assist with cast/crew t-shirt distribution. Help sell tickets during school lunch periods. Oversee student crew.

**Concessions:**

Help collect and organize donations for the concession stand on the days of the Saturday Load-in (Tech rehearsal) and extended dress rehearsals. Make signs and posters on Load-in day. Take shifts at the concession stand during the show (we are open before the shows, during intermission, and after the show for each performance).

**Publicity:**

Help coordinate and supervise small groups of student participants and take them around town to distribute musical posters to local businesses. Help coordinate and assign students to hang up musical posters around school.

**Playbill:**

Compile information and create playbill. Deliver and collect from printer to distribute at performances.

**Graphic Arts:**

Create design for tickets, t-shirt, and poster.

**Photography:**

Take cast headshots for lobby display and candid shots for the slideshow at pre-show and cast party. Collect cast bios.

**PowerPoint Slideshow:**

Put together PowerPoint slideshow using candid photographs taken during rehearsals, Shout Outs (Well Wishes) from family and friends, advertisements, etc.