

# **THE PARK PLAYERS**

## **Crew Head Job Responsibilities**

### **Carpentry Crew Head**

- Attend all carpentry tech calls
- Attend all technical and dress rehearsals
- Instruct general technicians in scenic carpentry techniques
- Instruct and supervise general technicians in safe use of all shop equipment
- Supervise construction of all scenic elements
- Possess a knowledge of tools, scene shop area, and construction techniques
- Possess training and approval to use all shop power tools
- Return all tools to their proper storage place after every call
- Make sure theatre and shop are clean after every call
- Complete strike

### **Paint Crew Head**

- Attend all paint tech calls
- Attend all technical and dress rehearsals
- Instruct general technicians in proper scenic art techniques
- Supervise all scenic art and painting for the production
- Maintain paint area and equipment
- Make sure theatre and shop are clean after every call
- Complete strike

### **Lighting Crew Head**

- Attend all lighting tech calls
- Attend all technical, dress rehearsals, and performances
- Hang and cable all lighting instruments according to the light plot
- Focus all lighting instruments in consultation with the lighting designer
- Run light checks prior to all tech/dress rehearsals and performances
- Instruct general technicians on the proper handling and use of lighting equipment
- Maintain the light storage area and equipment
- Make sure theatre and shop are clean after every call
- Complete strike

### **Sound Crew Head**

- Attend all sound tech calls
- Attend all technical, dress rehearsals, and performances
- Find and/or create all required sound effects and incidental music for production in consultation with the director and the technical director
- Prepare and operate microphones for production (if necessary)
- Run headsets and cable for crew communication
- Run sound checks for all sound equipment prior to all tech/dress rehearsals and performances
- Maintain the sound storage area and equipment
- Make sure theatre and shop are clean after every call
- Complete strike

### **Props Crew Head**

- Attend all props tech calls
- Attend all technical, dress rehearsals, and performances
- Design, find, create, and develop all required production properties in consultation with the director and scenic designer
- Instruct general technicians in proper properties construction techniques
- Supervise the construction of all required stage properties
- Generate a complete properties list in consultation with the director
- Catalog and coordinate all required production properties
- Instruct cast in proper use and handling of all properties
- Maintain properties during rehearsals and performances
- Make sure theatre and shop are clean after every call
- Complete strike

### **Costume Crew Head**

- Attend all costume tech calls
- Attend all technical, dress rehearsals, and performances
- Supervise construction and/or rental of all costume elements
- Perform alterations as needed on all costumes
- Maintain costumes during rehearsals and performances
- Maintain costume shop area
- Complete proper body measurements for all cast members
- Make sure theatre and shop are clean after every call
- Complete strike

### **House Manager/Head Usher**

- Locate and coordinate ushers for performances
- Contact ushers with expectations
- Instruct ushers in proper ushering technique prior to performance
- Receive programs & prepare them for audience distribution
- Supervise house sweep prior to opening house to the public
- Greet public, attend to patron needs and comfort
- Supervise audience seating
- Supervise usher guards for entry doors, lobby, and stage
- Contact stage manager at start of show and intermissions