

PRODUCER

Principal Functions

Responsible for all the non-artistic administrative aspects of a show and ensuring the Director does not have to be concerned with these.

Tasks

- Have a clear understanding of the script and the Director's vision for the play and attend an appropriate number of rehearsals to facilitate this.
- Keep production costs within the agreed budget.
- Seek and allocate people to the following tasks, set deadlines for their completion and monitor these are met.
- Have a clear understanding of the script and the Director's vision for the play.
- Arrange publicity, covering advertising and program printing.

Arrange provision of, and personnel responsible for:

- Properties.
- Furniture.
- Stage management (Stage Manager, Deputy Stage Manager, Stage and fly crew).
- Lighting and other electrical requirements.
- Sound.
- Make-up.
- Set design and construction.
- Prompt.
- Costumes.
- Dressers.
- Patrons' Night.
- Programme, publicity and dress rehearsal photography.
- Arrange chaperones for any members of the cast under 18 years of age and arrange for separate dressing rooms where necessary.

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Notes

Where possible, all the above production team should be found as early as possible. In general, preparation of publicity material needs to be started at the same time as rehearsals commence.

- During the first few rehearsals, arrange a meeting of all the production team with the Director to explain his/her vision for the production. Any additional meetings between the Director and the lighting, sound and set designers can then be decided.
- Monitor progress of the production team and resolve any problems. Arrange any meeting between the Director and individual production team members as required and at least one full production team meeting approximately 2/3 weeks before the performance.
- In conjunction with the Director, agree and book rehearsal venues.
- Arrange for any personal props (or substitutes) during the rehearsal stages.
- Gain clearance from the police for the storing of any weaponry props.
- Complete the Theatre booking form making note of any special requirements such as pyrotechnics, stage extensions, pit, piano, smoking during the performances and theatre usage dates or times which are outside the normal allocations.
- Agree with the Theatre staff when the set can be delivered to the dock and installed on stage. Similarly, when it can be dismantled and removed from the dock.
- Formally request the Front-of House manager to provide a FOH team for the performances.
- Completion and submission of any competition entry forms.
- In the week prior to the performance, advise the theatre staff of running times and when and for how long intervals will take place.
- Attend some rehearsals and arrange for appropriate production team members to be present to gain a greater appreciation of lighting, sound, make-up and any other requirements.
- Ensure that any final adjustments made during technical (possibly dress) rehearsals are communicated to all necessary production team members. As a general rule, the Director will normally undertake this.
