

Guidelines for Personnel involved in AWTCO Productions
(Revised December 2018)

Overview

Albury Wodonga Theatre Company (AWTCO) is committed to supporting Directors and Production teams to propose, cast, promote and perform high quality theatre. To ensure the smooth running of productions and to minimise issues that may affect the performance and related activities, AWTCO will work with Producers and Production teams and provide assistance and guidance outlined in the roles below. The guidelines are not exhaustive nor prescriptive, and AWTCO will seek to ensure good lines of communication are maintained throughout the production to clarify any additional areas of responsibilities should they arise

Committee Contact

The Committee Contact (CC) is assigned by the AWTCO management committee and is not normally a member of the production team.

Unless by prior agreement, the role of the (CC) is to act on behalf of and liaise with the AWTCO committee, to provide oversight of the production process including, but not limited to, budget review and management (including but not limited to ticket pricing), license coordination, venue contract, sponsor obligations (including pre show announcements), marketing (including official photography, posters, flyers, social media, photo booth), program and any other issues not defined in the responsibilities below.

Director's responsibilities include:

- Submit a show proposal utilising the template available from the AWTCO website.
 - Proposals may be submitted at any time.
 - The committee will assess proposals received at each monthly committee meeting. Decisions will be made 11 months in advance of proposed show date month. Proposals may be submitted less than 11 months prior to show dates, however proposals received 11 months prior to show dates will receive priority assessment. Once approved, AWTCO secretary will obtain rights for the show (including any music rights).
- Organise a production team including CC.
- Audition and cast production. CC to be in attendance at auditions and casting meetings to ensure transparency in the process and to address any perceived conflicts of interest. CC to play no part in selection of cast.
- Develop plans for the sets before rehearsals begin and submit to CC.
- In partnership with the CC clearly outline expectations for cast and crew, at the first meet and greet.
- Keep the CC up to date on progress of show and of any difficulties that may arise.
- Check any artwork to be used. Seek approval by CC and ensure compliance with any requirements set by license agreement.
- Maintain control of the cast and adherence to the rehearsal schedule.
- Once in production, make cast aware of behaviour backstage; no drinking alcohol, area to be kept clean, no parties during production backstage.
- Be available to cast members for discussion or problems.
- Ensure at meet and greet all cast and crew apply to become members of AWTCO.
- With the core Production Team (Director, Musical Director, Producer and Choreographer – where relevant) address any cast problems that may arise and inform the Executive Producer.
- Assistant Director/s (if applicable), are to support the Director and perform duties as directed by the Director
- Note that AWTCO have the rights to all photos/ videos of production
- Any group set up on social media must have CC included with editor/manager rights.
- Where relevant, and with the CC, induct production team members with technical roles into AWTCO equipment and/or production spaces.

- Comply with all requirements as defined in show license agreement
- Comply with all Workplace Health and Safety requirements including applicable risk assessments, incident reports and all other legislative requirements.

Producer's responsibilities include:

- The Producer's role is that of overall organiser who brings all the aspects together for opening night. The Producer has the ultimate responsibility of ensuring that the show is ready to open as scheduled.
- Meet initially with the Production team, supported by the CC, to discuss expectations and roles.
- In partnership with CC and Director organise advertising for audition dates.
- In partnership with the Director clearly outline expectations for cast and crew, at the first meet and greet.
- Work with the CC to keep a check on all expenses.
- Make all necessary bookings for rehearsal space and performances.
- Keep the production crew on track in their designated roles.
- Complimentary tickets (if any) are to be determined with CC. Complimentary tickets are to be reserved for marketing/advertising purposes. Complimentary tickets for other purposes must be discussed with the CC and a rationale provided.
- Keep the CC up to date on progress, highlighting any successes or problems encountered
- Attend any committee meetings during rehearsals when requested by CC.
- Work with the Director to develop and distribute rehearsal schedule.
- Distribute all communication (including forms for membership) to the cast and crew.
- Co-ordinate orders and purchasing of T-shirts for all (if applicable), in consultation with the CC. Costs to be covered by cast purchase.
- Coordinate bios from the cast and provide to the Executive Producer
- The Assistant Producer (if appointed), is to support the Producer and perform duties as directed by the Producer.
- Comply with all requirements as defined in show license agreement
- In conjunction with the CC, undertake the role of venue liaison and comply with all venue requirements as per contract.
- Seek approval from CC for any requests to adjust the budget.

Stage Manager responsibilities include:

- Choosing an efficient stage crew (in consultation with the director) guiding and assisting them re: the requirements of their position, ensuring that all stage crew know exactly what to do. This includes the placement of props, sets, etc. For example: taking photographs of placements, masking tape for placement of props and set. This requires rehearsal with and without the cast.
- The measuring of the stage area that will be used before the first rehearsal begins and letting the Director know this measurement.
- Checking that everything on or relating to the stage is in working order prior to dress rehearsals. Making note of anything that is not, and letting the Director know.
- If required by Director, recording all stage directions, moves, sound and lighting cues on the Director's definitive script.
- Checking in with sound and lighting technicians at the end of each show making sure all cueing is ok.
- Check mics are in order and returned at the end of each show. (Cast not to remove their mics. Mics removed by sound personnel only)
- Return any hired equipment at the end of the production in working order, advising CC of damaged equipment.
- Knowing the positioning of the stage settings/props on stage and where they are to be placed when not on stage.
- Displaying running sheets throughout the backstage area to alert the crew of scene changes.

- Maintaining an inventory of stage props.
- Check props on the props table before and after each performance.
- Working in harmony with the actors as well as with the stage crew.
- All backstage crew are responsible for the efficient running of a show.
- Re setting the stage after each performance.
- Checking that all dressing rooms and actors' toilets are left clean and tidy.
- Supervising the bumping out after last performance.
- Comply with all requirements as defined in show license agreement
- Comply with all Workplace, Health and Safety requirements.