

LIST OF THEATRE PRODUCTION ROLES

A great play is more than just having brilliant actors. Having the right team behind the scenes will ensure you put on a star performance.

When thinking about putting your production together, you'll want to consider assigning the specific roles to people in your class/group.

Below is a summary of the different jobs on offer and the key responsibilities they include. Get everyone to have a read and put themselves forward for the roles that appeal to them most!

Producer and Production Team

The producer, with the help of the team, is responsible for co-ordinating everything that does not involve the acting on stage – including raising the cash! Key responsibilities might include:

- Securing the date and location for the performance
- Sorting rehearsal locations and together with director, creating rehearsal schedules
- Liaising with the teachers re: permissions
- Managing the front of house team
- Overseeing the promotion and sales of tickets

TIP

This person will need great organisational skills, as well as powers of persuasion!

See our fundraising plan template to help to get your fundraising kick-started!

Assistant director and team

An assistant director and their team help the director with the cast. Key responsibilities might include:

- Rehearsing alternative scenes with different actors while the director is rehearsing with other cast members
- Taking notes throughout rehearsals
- Ensuring everyone is in the right place at the right time

Stage Manager

The stage manager is the director's right hand and facilitating at rehearsals. Key responsibilities might include:

- Setting up materials on stage, including props
- Prompting - keeping the script on hand to call out any forgotten lines
- Ensuring everything backstage goes smoothly during performances

Director

The director is the person in charge of everything that happens on the stage. Key responsibilities might include:

- Casting the actors (along with the assistant director)
- Giving direction to the actors, guiding them on their performance, such as body language, tone of voice, and movements on stage
- Having the final say on all of the artistic decisions of the performance
- Appointing a stage manager and stage team

TIP

The person will need to be a great communicator, as well as someone with a creative eye!



Set Designer and stage crew

A set designer (and their crew) will think about the entire performance and where things will need to be built, designed and moved on stage to bring the production to life. Key responsibilities might include:

- Ensuring the health and safety of everyone on stage and backstage
- Deciding what backdrops are needed and additional decoration
- Thinking about prop and set changes throughout the production (including who will be responsible for moving items i.e. actors or backstage crews).

TIP

Engage the art department to see how they can support with the set and building backdrops etc. for the production.

Costume Designers and Make-up artists

The costume designers and make-up artists help bring the performers to life on stage! Specifically, the costume designers source (and sometimes make) the costumes for the cast. Ultimately they get to decide how everyone should be dressed and look throughout the production

TIP

Put the word out throughout school and see what can be borrowed – not everything has to be made from scratch. Often, simple black clothes with the right accessories can be really effective and does the job!

TIP

Have prop stations on both sides of the stage so props are in easy reach, and have the prop team at all dress rehearsals to work out prop placement.

Props Master

The prop master and their team are in charge of obtaining and keeping track of props for the performance. Sometimes physical props aren't required and props can be created using mime! In these cases, it's the job of the prop master to understand how to effectively mime the props and be on hand to help the director direct mimes with the actors.

Musical Director

Music is a great way to cover the changing of scenes and can really add to a production. If you're thinking of using music during your play, a musical director can advise on which parts of the production can be supported with music. Make sure you include the musical director at your rehearsals.

TIP

Consider using live music if you have musical students at school and chat to your music department to see how they can support you. Alternatively, if you're sourcing music online, ensure you have the rights to use any music you find – there are plenty of royalty free music sites on the internet!