

TECHNICAL PRODUCER

The technical producer is responsible to the executive of the company for the overall management of the following committees:

Costumes
Hair/Makeup
Hand Properties
Head of Set Construction
Light Design/Operator
Set Décor
Set Design
Sound
Special Effects
Stage Manager.

PLANNING

1. Read the play
2. Meet with the director to discuss objectives and any special requirements.
3. With the director's approval select the committee heads for the above committees.
4. In cooperation with the administrative producer, director and stage manager, set up auditions and follow up call backs.
5. In cooperation with the administrative producer and treasurer establish a budget and submit to the general membership for approval.
6. Familiarize yourself with the purchase order system.
7. With the administrative producer and director draw up a production schedule. Plan and post rehearsal schedule, deadline dates and meetings in conjunction with the administrative producer.
8. With the director's approval, invite committee heads to attend the first read through of the play.
9. Obtain and distribute door code numbers and keys and keep record of it.
10. Obtain scripts and distribute to committee heads and crew and keep record of it. Expect to have scripts returned at the strike.

WORKING

1. Be sure all your committees are adequately staffed, that all participants are familiar with the theatre floor plan and each committee head has read the play.
2. Along with the administrative producer and director, call production meetings as required – never conflict with the rehearsal schedule.
3. Inform all your committee heads to give bills and receipts to administrative producer promptly and follow purchase order guidelines.
4. Make a list of your complimentary ticket requirements and inform committee heads of theatre policy regarding comps.

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5. The arranging of help for all work parties is the responsibility of the technical producer. There is a phoning committee at your disposal. Contact the president for further information.
6. Be sure your committees keep to the deadline schedules set out in the production schedule.
7. Meet with the director and set designer to confirm the requirements for lighting, sound, props, costumes, special effects, etc.
8. Attend rehearsals as required to familiarize yourself with the total needs of the play relevant to your areas of responsibility.
9. Ensure that your technicians are thoroughly briefed and call them to rehearsals as required.
10. Be certain the stage manager fully understands his/her responsibilities including a run through of a fire drill with the cast and crew.
11. In conjunction with the administrative producer organize a production party during the rehearsal time frame.

RUN

1. Be available for emergencies and advice.
2. Be aware that the stage manager is in charge of the run of the show.
3. Collect any outstanding bills or receipts from technical crews and submit to the administrative producer.

STRIKE

1. After checking with the theatre manager to determine if there is any rental, set strike date and time in conjunction with stage manager and administrative producer and post and advise committees.
2. Be present during the dismantling of the set.
3. Collect keys, scripts and job description manuals from committee heads. Make sure job description manuals are returned to the executive.
4. Ensure committee heads return all borrowed items to their owners as soon as possible.