

PRODUCTION POLICY

Kirk Players Productions are a cooperative, “committee” driven process. This Policy provides general direction but is not intended to restrict or limit opportunities necessary to successfully stage a Kirk Players Production.

The authority to assign roles is outlined in the Casting Policy and the Artistic Director’s section of the Kirk Players Manual. Casting is a collaborative process between the Artistic Director and the Production Director, with the Artistic Director providing the final decision. The Artistic Director is also responsible for assigning the Management Team and Technical Leads.

The following technical roles are considered essential to the success of any Kirk Players Production:

- Costumes Master and crew
- Lighting Designer and crew
- Props Master and crew
- Set Decorator and crew
- Set Designer and crew
- Sound Designer and crew
- Technical Director

Kirk Players often relies on fewer people taking on many roles to complete all of these tasks. Every effort should be made to provide any interested Member or guest the opportunity to work on technical assignments. Members or guests who are new to a role should be given additional support by the Technical Director and Management Team. Every effort should also be made to avoid overloading any individual with too many tasks (even if they volunteer).

Refer also to the Director Preparation Program Policy, which provides the guidelines for developing Production Directors.

The Management Team should be composed of some experienced people while also offering any interested Player or guest an opportunity to gain new experience by taking on a position they have not done before. The Management Team positions should not be filled with all new people.

The Technical Leads should be composed of some experienced people while also offering any interested Player or guest an opportunity to gain new experience by taking on a position they have not done before. The Technical Leads positions should not be filled with all new people. Whenever possible a Technical Lead should have previous experience working on the crew type to which they are being assigned.

Roles and Responsibilities

The following is a list of key roles assigned in Kirk Players' Productions, along with their responsibilities, to help Members and guests understand technical roles.

Management Team - Director, Assistant Director, Stage Manager, Assistant Stage Manager, and Technical Director.

Technical Leads - Costume Master, Lighting Designer, Props Master, Set Decorator, Set Designer, Sound Designer.

Director - Person in charge of the overall vision of the Production. The Director is primarily responsible for the look, style, artistic direction, and development of the artists involved in their Production. The Director is expected and encouraged to work with the Artistic Director to achieve the best possible Production.

Assistant Director, or "AD" - Person working with the Production's Director to achieve the artistic goals of the Production. The Assistant Director may be called upon to run rehearsals in the absence of the Director, work with specific cast members to prepare a portion of the play for integration into the whole, and take over the Production's direction if the Director is unable to continue in their role.

Stage Manager, or "SM" – Person responsible for recording cues, blocking, and additional direction in a copy of the script; setting up rehearsal space and the stage before work begins; cleaning up and closing up rehearsal space and the stage when work ends for the day; checking in actors and crew for rehearsals and performances; developing and maintaining the cast and crew list, including a final list of all Production personnel for publication in the Playbill. The Stage Manager runs the show from the first technical rehearsal through the end of the run. This responsibility may include calling cues (calling the show) unless that task is designated to another person or persons. The Stage Manager should have previous experience as an Assistant Stage Manager.

Assistant Stage Manager, or "ASM" - Assistant to the Stage Manager, fulfilling any SM roles that the SM requests; responsible for the SM's work in the absence of the SM; may keep a blocking/cue script of their own but must match the SM's book; also serves as part of the backstage crew.

Technical Director, or "TD" – Person responsible for all technical meetings during the rehearsal process to ensure Technical Leads have information and direction for their work, including the Director's vision and consent on any artistic decisions the Director may deem necessary. The Technical Director is also charged with managing the set build and strike.

Costumes Master – Person responsible for pulling from storage, building, buying, or otherwise acquiring the costumes necessary for the Production; drafting a list of all costumes and costume changes required and communicating the same to the TD and Management Team; gathering and

providing costumes for publicity photos; cleaning or coordinating the cleaning of costumes as needed during performances and prior to returning to storage; assigning tasks for the Costume Crew to ensure costumes are ready by tech week and to ensure a smooth running show; returning costumes to storage or other owners at strike.

Costume Crew - Works with the Costumes Master to pull from storage, build, buy, or otherwise acquire the costumes necessary for the Production; maintains costumes during rehearsals and Production week; cleans and returns costume pieces to storage or other owners at strike; may be called upon to help actors with costume changes during tech week and performances.

Lighting Designer – Person responsible for working with the Director, AD, TD, and Set Designer to create the lighting design for the Production; identify the lighting changes (cues); assign tasks to the Lighting Crew to hang and set lights; assign and train the Light Crew to run the board during performances; pull gels for storage and reset lights if required at strike.

Lighting Crew - Works with the Lighting Designer to hang and focus lights during tech week; works the light board during performances; takes cues called by the SM or other designated caller.

Props Master – Person responsible for pulling from storage, building, buying, or otherwise acquiring the properties necessary for the Production; drafting a list of all props required and communicating the same to the TD and Management Team; gathering and providing rehearsal props; placing props for rehearsal and performances; may be asked to assist the Set Designer and/or Set Decorator in dressing the set; assigning tasks for the Props Crew to ensure smooth performances; maintaining props during the Production and returning props to storage or other owners at strike.

Props Crew - Works as directed by the Props Master to pull from storage, build, buy, or otherwise acquire props necessary for the Production; places props for rehearsals and performances; works with, or in place of, the Set Crew to complete scene changes as needed for the Production; works as directed by the Props Master to maintain props during the Production and return props to storage or other owners at strike.

Set Designer, or Scenic Designer – Person responsible for preparing set design plot that meets the Director’s artistic vision and requirements of the Production; engineers or writes up the plan for building the set and scenery; works with the Set Decorator (if any) and Props Master to dress the set; offers direction and assistance during the set build and strike. In the absence of a Set Decorator, the Set Designer assumes those duties.

Set Decorator – Person responsible for pulling from storage, building, buying, or otherwise acquiring the set pieces (furniture, pictures, and general decoration) necessary for the Production; drafting a list of all set pieces and set piece changes required and communicating the same to the TD and Management Team; assigning tasks for the Set Crew to ensure smooth performances; returning set pieces to storage or other owners at set strike.

Set Crew - Moves any set pieces and decoration during the Production for scene changes; assists

with set strike. Usually works with or is replaced by the Props Crew for scene changes involving small set or decoration pieces.

Sound Designer – Person responsible for working with the Director, AD, and TD to create sound design for Productions; identifies sound cues; assigns tasks to the Sound Crew to prepare on stage microphones and backstage headsets; assigns and trains the Sound Crew to run the board during performances.

Sound Crew - Works with the Sound Designer and Management Team to deliver sound cues during tech week and performances, taking cues called by the SM or other designated caller.

Amendments

The Production Policy is maintained by the Artistic Development Committee. The Artistic Development Committee may recommend revisions to this Policy, subject to Board and Member approval by affirmative simple majority vote, at any time.