

THE ARSONISTS: COMPANY

ARTISTIC VISION	
Director	Lea Marshall
Assistant Director	Kelsey Gilmore
Actors	Tait Treadwell, Autumn Maxwell, Kenara Brown, Taveion Mickens, John Malley, Eddie Edgeron, Mackenzie Geiger, Jamie Martinez, Tia Huettel, Sarai Johnson, Emma Bryson, Presley Allen, Mary Neel, Devin Kimber, Morgan Hardenburg, Sam Scriven, Maggie Watson, Jordan Jackson, Mackenzie Geiger, Zira Brown, Genesis Nerys, Cate Bilbrey, Evan Treadwell, Eddie Edgeron
Technical Director	Mike Mock
Assistant Technical Directors	Caitlyn Burke & Amelia Cooper
Scenic Designer	Mike Mock
Lighting Designer	Amelia Cooper
Sound Designer	Caden Wessner
Costume Design Team	Claire Haisten, Malori Wallace, Moira Shoffstall
Make-Up/Hair Design	Caitlyn Burke
PRODUCTION FOCUS	
Production Manager	Ethan Bigelow
Stage Manager	Ajzonee Williams
Assistant Stage Manager	Naylen Easterling
Construction Crew	Amelia Cooper, Tait Treadwell, Caden Wessner, Caitlyn Burke, Ethan Bigelow, Jada Bashe
Light Operator	Amelia Cooper
Sound Operator	Caden Wessner
Props Master	Madison Geiger, Ashley Campbell, Juliette Pfeiffer
Costume Manager	Destinee Eaves, Isabel Barton
Make-Up/Hair	Grace Lengacher, Mia Ford-Green, Cecilia Malley, Abbigail Sproul
BUSINESS	
Marketing	Fran Lagos, Ashley Campbell
Box Office Manager	Ashley Campbell
House Manager	Landon Coles, Grace Lengacher
Concessions	Peyton Merlau, Jessica Johnson, Mia Ford-Green, Morgan Hardenburg
Ushers	Anna Sannwald, Evan Treadwell, Finlea McArthur, Cecilia Malley, Moira Shoffstall, Ashley Campbell, Jada Bashe

ASSISTANT DIRECTOR

- Prepares character descriptions for auditions
- Makes production copies of script for production team
- Runs rehearsals in the absence of the director
- Creates production team and cast contact lists
- Responsible for the smooth flow of auditions
- Notes start time, break time and finish time of rehearsals
- Takes blocking notes, missed lines, entrances and exits
- Prepares and distribute production notes
- In accordance with director's vision, offers additional notes to actors with respect to lines, characterization, blocking and timing
- Be part of core production team
- Acts as a sounding board for the director to test ideas
- Works individually with actors as appropriate to maintain rehearsal flow
- In conjunction with director, sets up rehearsal schedule
- Performs other duties as assigned

PRODUCTION MANAGER

Theatre production managers, sometimes called stage production managers, have list of responsibilities during the production of the show. They make sure the theatre is ready for the production: ready for each day's rehearsals, ready to build the set, ready for lighting and sound, and ready for an audience. Keeping the stage and backstage areas organized is an essential task of theatre production managers. Not only must these areas be swept clear prior to rehearsal, they must be cleaned after each day's work. Delegating cleaning responsibilities typically is necessary for larger productions.

TECHNICAL DIRECTOR

- Organizes and technical needs of the show — materials for the set, lights, costume materials and rentals, sound equipment and props
- Supervises, coordinates and balances technical needs of the director, designers and operators
- Manages and directs the crew and technicians
- Attends other rehearsals as available
- Supervises load- in and set- up, supervises strike
- Attends technical- only rehearsals, technical rehearsals, dress rehearsals

MARKETING

Prepare marketing materials, posters, programs, tickets, etc...

Write up school announcement

Distribution of posters, flyers

Newspaper announcement

COCA announcement

T-shirts?

STAGE MANAGER

- Auditions: Coordinates auditions with director
- Preparation:
 - Prepares lists and forms for distribution to the actors
 - Tapes out the set on the rehearsal hall floor
- Rehearsals:
 - Ensures rehearsal props are available
 - Ensures rehearsal space is safe and useable
 - Ensures that rehearsal space is set up with props and set pieces for beginning of rehearsal
- Maintains a neat, orderly and easily understandable prompt book
- Tech Week:
 - Organizes cue to cue and all technical rehearsals
 - Responsible for calling all cues
 - Oversees all backstage activities
 - Ensures the show is running smoothly
- After Opening:
 - Responsible for maintaining the director's vision throughout the run
 - Oversees the entire show each time it is performed
 - All production personnel and actors report to the stage manager
- Health and Safety:
 - Ensures first aid kit is stocked
 - Liaises with front of house, calling fire/ambulance/police in case of emergency
 - Responsible for evacuation of actors and crew in case of emergency
 - Works closely with the director, producer and actors

LIGHTING DESIGNER

Member of the production team for a show who is responsible for the overall look of the lighting. The Lighting Designer (or LD) is responsible for liaising with the director about style and with the set and costume designers about color and decides on the position, type, focus direction and color of every lighting instrument in the rig. She/he draws a lighting plan to communicate this to other members of his team (and to the theatre staff who are rigging the lighting). During a lighting plot, the lighting states are built.

LIGHTING OPERATOR

Member of the production team who has the responsibility for planning and executing the layout of all lighting needs of the show and maintenance of the lighting equipment for the show.

SOUND DESIGNER

Member of the production team who has the responsibility for planning and executing the layout of all sound playback and reinforcement equipment for the show. This role also includes the sourcing of music and sound effects for the production.

SOUND OPERATOR

Also known as Sound Op. The Sound Operator is responsible for operating the sound playback and mixing equipment for a show. He or she is often a member of the Electrics department of the theatre and works with the sound designer for the production.

PROPS MANAGER

This position requires an individual who has the ability to organize and coordinate. The responsibilities include the procurement and returning of props, and supervision of their set-up and use during the run of the production. The Head of Props works closely with the Stage Manager, the Director, and the Set Designer. The immediate supervisor is the production's set designer. The artistic eye of prop preparation belongs to the Head of Props. She should be able to make judgments about period, style, color, etc. when needed, based on research and consultation with the designer. During the run of the show the Head of Props should keep track of the use of perishable items and replace them as needed. Through the run of the play, a nightly check with the running crew at check-in time is strongly advised.

HOUSE MANAGER

- Poster specific areas with posters publicizing the production. Put up posters on the LEON campus and prepare announcement and send to Mrs. Merlau
- Assist with the opening night party. Parties are normally held in the lobby following opening night. The House Management team will set up tables, prepare platters and drinks when necessary and clean up the entire space following the party.
- If needed, assist the Box Office with setting up of the Lobby Display.
- Oversee the cleanliness and smooth running of the House (Lobby, Cloak Room, Auditorium, restrooms, patio and outside steps) for the entire run of the production including Dress Rehearsal.
- Strike the Lobby and House following the closing performance.

CONCESSIONS

- Take charge of procuring and selling of refreshments during intermission.
- Set up refreshment table
- Clean up refreshment table

USHERS

- Hand out programs
- Be available for questions regarding seats, restrooms, etc...
- Escort V.I.P. ticket holders to the V.I.P. area
- Assist with Intermission if needed