

## PRODUCER

Appoint with Stage Manager and then coordinate all backstage team -

Stage Manager

Assistant Stage Manager

Set building team

All backstage crew

Properties Manager

Prompt

Lighting

Sound

Costumes

Attend planning meeting with Director and Stage Manager and set builders and agree set design

Arrange programme, ticket, poster and banner design and printing in liaison with committee members, including license requirements

Attend committee meetings throughout period of rehearsal - or agree with director that they will attend

Meet regularly with Director, Stage Manager and back stage team to assess progress

Attend rehearsals as much as possible and encourage all backstage and technical crew to do the same

Agree dates for technical/dress rehearsals with Director and Stage Manager and actors

Run Technical Rehearsals with Director and Stage Manager

....con/d

Be on hand throughout run of production to resolve staffing and other problems as they arise.

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