



Heckington Players

PRODUCER RESPONSIBILITIES

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, depending on the type of show. For example a pantomime will need more backstage work than a standard show.

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

Run Technical Rehearsals with Director and Stage Manager.

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

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