

GUIDELINES FOR PRODUCERS

The producer of the show is responsible to the director and will work closely with the director. At JCCT, the producer is also tech director. That is, he/she takes on the technical responsibilities of the production as well as to keep the production under a recommended budget.

Duties of the Producer

1. Select and coordinate the crew for the show, in consultation with the director and the permanent crew chairpersons. Production committees should include crew for:
 - a. Set construction
 - b. Set dressing (Painting, furniture & other decoration)
 - c. Props (Hand props, used and/or carried on or off the set)
 - d. Makeup
 - e. Costumes
 - f. Sound
 - g. Lights
 - h. House (If not provided by the permanent chairperson)
2. Keep tech crew on task and informed of any changes.
3. Attend and help director at auditions, assisting with notification of casting choices
4. Make sure publicity is out in good time including info to webmaster
5. Provide and collect bio sheets for cast
6. Provide pertinent information for program to be printed in time
7. Attend board meetings during rehearsal period, informing board of any emerging problems or schedule changes
8. With help of cast members, keep theatre reasonably clean
9. At end of production, make full report to board re: ticket sales, expenses, etc.
10. In the absence of an assistant director, the producer should fill that role for the director.
11. Coordinating with the producer/director of the next show, the Producer will conduct the set Strike.