LLT Cast & Crew Job Descriptions

For all crews and actors, experience is not a requirement to participate! We encourage students of all backgrounds to try out for an acting position, sign up for a crew or two, and get involved in things you may not have tried before! LLT encourages new and seasoned actors to sign up for a crew, if you have the scheduling availability, and see the other side of the stage.

Below, you will find short descriptions of responsibilities for each theatre position available at Liberty. Feel free to sign up for multiple crews and try them out. Some crews will require more time commitments than others, so be realistic with your schedules and choose options that work best for you.

Cast/Actor:
- Must attend all rehearsals in their schedule group. Major conflicts and emergencies will be dealt with on a case-by-case basis.
  - Unacceptable reason for absence or tardy will be:
    - Work/Job
    - Undocumented Illness (doctor or parent note required for excuse)
  - During show season, think of Theatre as your job or as your extended schoolwork. It must take priority so that you can contribute to the whole. Being a lead role is a fought-for privilege and needs to be taken seriously. This does not mean you won’t have fun… but the most successful acting companies work hard together to make the show great.
- Arrive on time or early for rehearsals and call-times
- Come prepared with script
- Wear appropriate clothing and footwear for movement
- Be engaged with the rehearsal process and willing to “step out of their comfort zone”
- Willing to research and develop character
- Open to asking questions
- Be able to memorize and consistently perform long sequences of dialogue
- Be willing to collaborate with other actors; take direction and constructive criticism with an open mind
- Treat crew members, adult mentors, and directors with respect
- If you will be late or absent, you must contact a Stage Manager or Director - do not send the message with a fellow cast member

For ALL CAST & CREW MEMBERS
Early = On Time   -   On Time = LATE   -   Late = Unacceptable
Rehearsals Will Begin at the Time Stated - Be Ready to Rehearse at the Starting Time
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Stage Manager/Student Directing Assistant:
- Attend All Rehearsals
- Record Blocking on SM Script
- Prompt for Script
- Record Cues on SM Script
- Work Backstage or in Booth During Show Performances
- Assist Directors with Administrative Tasks (Copies, Running Messages, Unlocking Doors)

Props:
- Procure needed furniture and items used on-stage (non-costume)
- Arrange & Organize back stage prop area to make sure all items are available when needed
- Attend some blocking and all final rehearsals to assist in getting props to stage and organized backstage
- Can also work with Set Crew to build and detail paint set pieces
- Can also work on Stage Crew to move props during scene changes
- 30 Hours (minimum) must be documented by each crew member by Dress Rehearsal

Set:
- Build, paint, construct all set items for show including “rooms”, platforms, stairs, walls, doors, etc.
- Work begins January 15 and build days are normally Tuesday - Friday (check calendar)
- Under adult supervision, use power tools including saws, drills, routers, etc.
- During shows, may serve on Stage Crew to move props during scene changes
- Must attend Load-In and all Tech dates, & STRIKE
- 40 Hours (minimum) must be documented by each crew member by Dress Rehearsal

Stage Crew:
- Work during load-in, tech week, and performances
- In charge of moving set pieces DURING performances - including, but not limited to, rolling set pieces, placing furniture and props, pulling curtains, mostly in limited light
- Must wear all-black - pants, long sleeves, and shoes - no logos or writing on clothing
- Must attend all crew meetings and attend all required work days for this crew.

Lights:
- Under adult supervision, design lightning, program board, and hang lights
- Must attend all Tech, Dress & Performances, & STRIKE
- Must attend all crew meetings
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Sound:
- Under adult supervision, design sound & background music; program & run sound board
- Must attend all Tech, Dress & Performances, & STRIKE
- Must attend all crew meetings

Marketing/Ushers:
- Under adult guidance, design marketing materials in multiple formats to promote show to school & public
- Serve as ushers at performances to take tickets and help patrons to their seats
- Rehearsal attendance is not required
- Must wear all-black - pants, long sleeves, and shoes - no logos or writing on clothing
- Ushers have the option to sit-in on performances ten minutes after the curtain rises

Hair/Makeup:
- With adult mentor & director collaboration, design and create Theatrical/Stage makeup looks
- Research era-appropriate makeup and hair designs to enhance scripted characters
- Color-match actors to available makeup palettes
- Create Character Cards for each actor
- Practice Hair/Makeup for dress rehearsals
- May use hot tools and aerosol sprays
- Apply makeup and/or wigs and facial hair to actors for each performance
- Must attend all crew meetings and practices
- Must attend all Tech, Dress & Performances
- Must Attend STRIKE Day
- Inventory & Organize and Clean all makeup items (list needed items for order)
- Apply makeup to assigned actors at assigned call time - providing timely and consistent work

Costumes:
- With an adult mentor & director collaboration, design Theatrical/Stage costume and clothing looks for all actors
- Previous sewing experience helpful, but not mandatory
- Create Character Cards for each look
- Organize all costumes per show
- Under adult supervision, measure, cut, sew, hem & piece together looks
- Construct full looks including:
  - Shoes, socks, pants, skirts, shorts, dresses, shirts, jackets, etc., hats, jewelry, gloves, scarves, accessories
- Must attend ALL Dress Rehearsals
- Crew Head must attend all Performances for any emergency needs
- Must attend STRIKE to clean & organize costume closet & Green Room