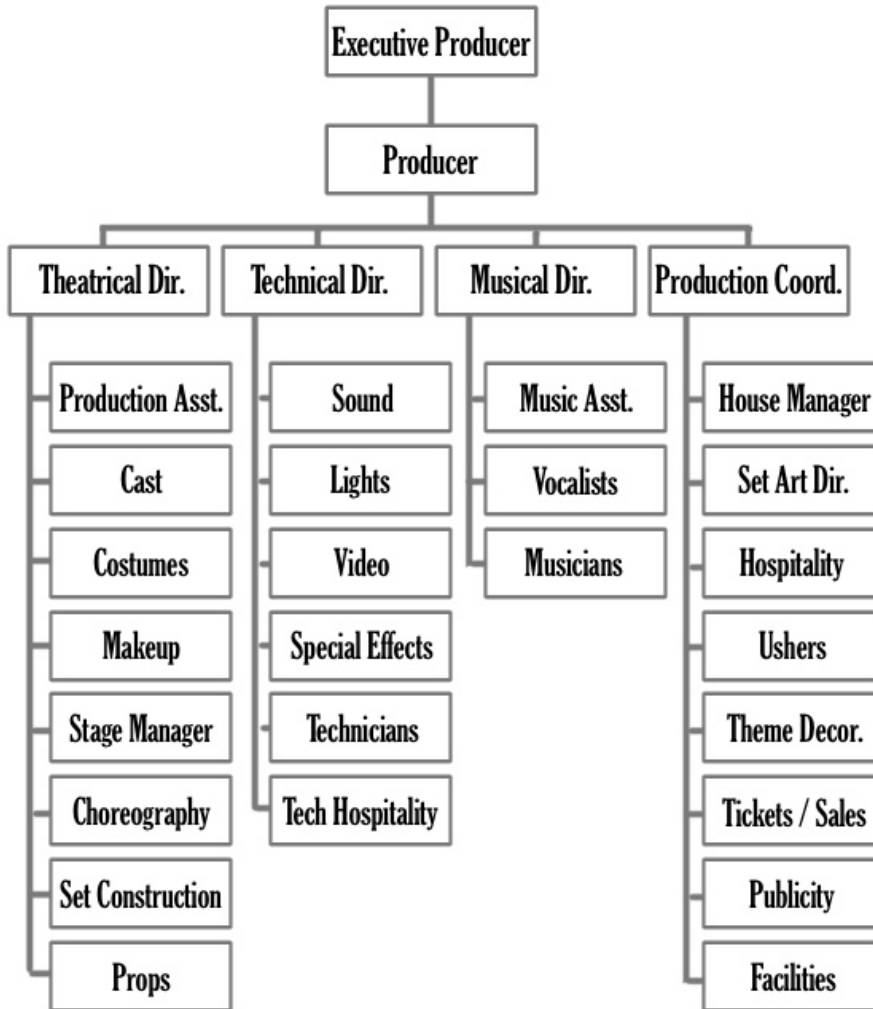


Production Team Flowchart And Job Descriptions

God's Masterpiece Production Team Flow Chart



Production Team Job Descriptions

*“For just as we have many members in one body,
and all the members do not have the same function,
so we who are many, are one body in Christ,
and individually members of one another.”*

Romans 12: 4, 5

The Executive Team

Executive Producer

- Serves as “agent of process” for communication between performance site and agents for God’s Masterpiece at easterscript.com
- Casts the vision for the production
- Takes ultimate responsibility for the production
- Hires the “Producer” and the “directors”
- Evaluates the progress and the effect of the production

Producer

- Responsible to the executive producer
- Designs oversees the Production Team flowchart of responsibility
- Coordinates all aspects of the production
- Establishes the budget and keeps the production financially solvent
- Hires, equips, develops, and evaluates all personnel (volunteer or paid)
- Establishes the production calendar and meets all production deadlines
- Determines the marketing strategy, sets ticket prices, and supervises the performance program together with marketing personnel

Production Coordinator

- Assists the Producer in monitoring and supporting all aspects of the production
- Serves as an "executive assistant" to the Producer by making phone calls, writing letters, and organizing information where necessary
- Creates and maintains lists of all cast and crew in categories
- Checks the progress of all team leaders on deadlines, helps them solve problems, and involves the Producer, if necessary
- Monitors the budget - distributing funds, processing receipts and purchase orders, and keeps all departments within budget
- Collects all sales revenue and submits it for deposit

Theatrical Director

- Sets the mood and establishes the spiritual direction for each cast meeting
- Encourages the efforts and abilities of each member of the cast and the production team
- Auditions all performers (together with others)
- Makes stage blocking charts
- Plans rehearsals and calls only those performers needed for specific scenes
- Coaches players in character development and line execution

- Supervises choreographers, costume, and makeup designers to create the characterization for the production
- Works closely with the Technical Director to achieve the needed effects and technical support for the production
- Directs and evaluates each performance

Technical Director

- Works together with the directors in designing every technical aspect of the production
- Recruits and trains all technicians
- Supervises and evaluates the performance of every technical crew member
- Rents or purchases necessary technical equipment
- Works together with the directors in making the technical script
- Supervises the physical installment of all technical equipment
- Meets all technical deadlines to facilitate rehearsals
- Calls all the technical cues at dress rehearsals and at performances
- Monitors the technical budget, processes purchase orders and check requests, distributes funds, submits receipts to Production Coordinator
- Takes responsibility to call all members of the crew when the “phone chain” is activated

Music Director

- Sets the mood and establishes the spiritual direction for each meeting of the vocalists and instrumentalists
- Encourages the efforts and abilities of each member of the cast and the production team
- Auditions all singers
- Conducts all music rehearsals and provides singers with all the materials necessary for performance
- Works together with the Director to create the performance at all rehearsals that combine actors and singers
- Is available to advise, evaluate, and assist the Technical Director as he supervises all technical aspects of production
- Conducts the music at the rehearsals and performances

The Theatrical Team

...under the direction of the Theatrical Director

Production Assistant

- Assists the Theatrical Director in executing her duties, particularly in conducting the rehearsals
- Supervises the set-up and tear-down for each rehearsal, by assigning groups of people to those duties
- Takes roll at all rehearsals
- Activates all communication processes (email, social networking, phone, etc.) when needed.

Costume Designer:

- Works together with the directors to evaluate and establish the costumes for all cast members and dancers
- Makes, rents, or buys all items necessary to create the costumes for the entire company
- Works together with a team of costume builders, encouraging their efforts and delegating responsibilities

- Instructs cast members in the care and maintenance of the costumes, supplies garment bags and laundering instructions
- Collects all costumes, catalogues them, and stores them after the production
- Monitors the costume budget, processes purchase orders and check requests, distributes funds, submits receipts to the Production Coordinator
- Takes responsibility to contact all members of the costume crew when necessary.

Makeup Coordinator:

- Works together with the directors to evaluate and establish the makeup for all cast members and dancers
- Makes, rents, or buys all items necessary to create the makeup for the entire company
- Works together with a team of makeup artists, encouraging their efforts and delegating responsibilities
- Instructs the cast members how to apply their own makeup at home, etc., so they arrive with their makeup already done
- Supplies the characters with unusual materials: beards, prosthetics, wigs, special effects, and assists in the application of these items
- Instructs the characters to bring their own eyeliner, mascara, and base makeup to prevent the spread of germs
- Collects all makeup items, catalogues them, and stores them after the production
- Monitors the makeup budget, processes purchase orders and check requests, distributes funds, submits receipts to the Production Coordinator
- Takes responsibility to contact all members of the makeup crew when necessary.

Stage Manager:

- Recruits and trains the set crew
- Supervises and instructs the cast and crew in set up and tear down for all rehearsals and performances
- Efficiently moves all props, set pieces, and cast members during the rehearsals and performances
- Plans all backstage traffic for maximum efficiency during rehearsals and productions
- Maintains radio contact with the directors during the production and communicates all “ready cues”
- Monitors the stage budget, processes purchase orders and check requests, distributes funds, submits receipts to the Production Coordinator
- Takes responsibility to contact all members of the stage crew when necessary.

Choreographer:

- Works together with the directors to design the choreography for all dancers and cast members for musical numbers
- Auditions all dancers
- Sets the mood and establishes the spiritual direction for each dance rehearsal
- Encourages the efforts and abilities of each dancer
- Works together with the costume designer to create the “look” for the dancers
- Has dancers ready to perform at all scheduled rehearsals and performances
- Monitors the dance budget, processes purchase orders and check requests, distributes funds, submits receipts to the Production Coordinator
- Takes responsibility to contact all members of the dance crew when necessary.

Set Construction Coordinator:

- Works together with the directors to evaluate and build all set pieces for the production
- Makes, rents, or buys all items necessary to create the set
- Works together with a team of builders, encouraging their efforts and delegating responsibilities
- Organizes the set crew to set up the stage for rehearsals and supervise the technical adjustments needed for the production
- Supervises the dismantling and storage of all set pieces at tear down
- Monitors the stage budget, processes purchase orders and check requests, distributes funds, submits receipts to the Production Coordinator
- Takes responsibility to contact all members of construction the crew when necessary.

Props Coordinator:

- Buys, rents, makes, and collects all props needed for the production
- Places all props needed for rehearsals and production
- Collects and stores all props after rehearsals and production
- Monitors the props budget, processes purchase orders and check requests, distributes funds, submits receipts to the Production Coordinator
- Takes responsibility to contact all members of the props crew when necessary.

The Technical Team

...under the direction of the Technical Director

Sound Crew Chief:

- Works together with the Technical Director in designing every aspect of the production involving sound amplification
- Recruits and trains all sound technicians
- Supervises and evaluates the performance of every sound crew member
- Rents or purchases necessary sound equipment (under the direction of the Technical Director)
- Supervises the physical installment of all sound equipment
- Supervises the all sound cues for all rehearsals and performances
- Takes responsibility to contact all members of the sound crew when necessary.

Lighting Crew Chief:

- Works together with the Technical Director in designing every aspect of the production involving lighting
- Recruits and trains all light technicians
- Supervises and evaluates the performance of every lighting crew member
- Rents or purchases necessary light equipment (under the direction of the Technical Director)
- Supervises the physical installment of all light equipment
- Supervises the execution of all light cues for all rehearsals and performances
- Takes responsibility to contact all members of the lighting crew when necessary.

Videographer:

- Works under the supervision of the editor who will “post edit” the final production master
- Plans and executes all video shots of the performance

- Recruits and trains all camera operators
- Creates a composite video of the “live” performances
- Meets “post-edit” requirements for the final video
- Handles all arrangements for duplication and distribution of the final production video master
- Takes responsibility to contact all members of the video crew when necessary.

Photographer:

- Arranges for “photo shoots” of the production at dress rehearsals
- Purchases all needed materials for photo coverage
- Monitors the photography budget, processes purchase orders and check requests, submits receipts to Production Coordinator

Tech Hospitality:

- Works with the Hospitality Coordinator to supply the tech. crews with food and beverages during rehearsals and performances
- Makes sure the technical crew members are supported and comfortable during rehearsals and performances

The Music Team

...under the direction of the Music Director

Music Assistant

- Assists the Musical Director in executing his duties
- Supervises the responsibilities of the section leaders
- Monitors the music budget, processes purchase orders and check requests, distributes funds, submits receipts to the Production Coordinator
- Takes responsibility to contact all members of the music crew when necessary.

The Production Team

...under the direction of the Production Coordinator

House Manager:

- Together with the Directors and the Production Coordinator, supervises every element of audience interaction with this production
- Governs the formation of lines and crowd control at all performances
- Establishes the locations of “will call” booths and sales tables
- Supervises the black-out of the foyer and auditorium for performances
- Handles the distribution of programs
- Orders signs to be made for traffic control: i.e., “Special Needs Seating,” “Seating for the Hearing Impaired,” etc.
- Monitors the budget, processes purchase orders and check requests, distributes funds, submits receipts to the Production Coordinator
- Closely supervises the following crews and bring any concerns to the attention of the Production Coordinator
- Takes responsibility to contact all members of the production crew when necessary.

Set Art Director:

- Works together with the directors to design the “look” for all set pieces for the production
- Purchases or collects all items necessary to paint the set
- Works together with a team of artists, encouraging their efforts and delegating responsibilities
- Organizes the efforts of the artists to complete all stage platforms for final rehearsals and technical adjustments
- Supervises the painting of all set pieces with fire-proof paint on all sides, then the application of the colored top coat
- Collects paint materials and discards or stores them after the production
- Monitors the set art budget, processes purchase orders and check requests, distributes funds, submits receipts to the Production Coordinator
- Takes responsibility to contact all members of the set art crew when necessary.

Hospitality Coordinator:

- Arranges for the care and feeding of the cast and crew for all performances
- Recruits helpers to assist in setting out the food and cleaning it up
- Fills baskets with crackers for the “Feeding of the 5,000” scene at each performance (optional)
- Arranges food and drinks for the "Executive Team" (producers and directors) meetings (optional)
- Monitors the hospitality budget, processes purchase orders and check requests, distributes funds, submits receipts to Production Coordinator
- Takes responsibility to contact all members of the hospitality crew when necessary.

Usher Coordinator:

- Recruits, trains, and schedules the appropriate number of ushers for each performance
- Enforces all seating rules for each performance
- Monitors the audience and removes disturbances from the performances
- Remains communication with the House Manager at all performances
- Works together with the House Manager in mounting the signs necessary to move crowds and meet special needs
- Safeguards the atmosphere and leads people to understand and respect the environment for this performance
- Takes responsibility to contact all members of the usher crew when necessary.

Theme Decorator:

- Works together with the directors in designing the artistic, “first impression” for the audience as they enter the performance.
- Recruits and trains assistants to help in decorating.
- Frames the art reproductions that will be featured during the performance from last year’s pictures
- Finds art books that present a good photograph of each masterpiece painting the production seeks to present
- Borrows or purchases pedestals that will hold the opened art books at the base of each framed replica from the production
- Arranges for “art lighting” on each framed picture
- Finds the “mood music” for the foyer
- Monitors the decoration budget, processes purchase orders and check requests, distributes funds, submits receipts to the Production Coordinator
- Takes responsibility to contact all members of the theme crew when necessary.

Ticket and Product Sales:

- Designs and supervise all procedures having to do with ticket, video, T-shirt, and program sales
- Monitors ticket and sales budget, processes purchase orders and check requests, distributes funds, submits receipts to Production Coordinator
- Takes responsibility to contact all members of the ticket and sales crew when necessary.

Publicity Coordinator:

- Together with the directors, designs all publicity for the production including, flyers, ads, bulletin inserts, posters, social media, website, and programs
- Supervises the submission of printed material, guarantees deadlines are met with ample time for review by the directors
- Delivers all tickets, programs, and advertising materials to the appropriate crew members for sales and/or distribution
- Monitors the publicity budget, processes purchase orders and check requests, distributes funds, submits receipts to the Production Coordinator
- Takes responsibility to contact all members of the publicity crew when necessary.

Ticket/Program Designer:

- Together with the Publicity Coordinator, carries out the vision of the directors in designing tickets and program
- Meets all publication deadlines so prototypes can be approved and final products delivered in time for all sales and performances

Facilities Coordinator:

- Reserves the use of the various rooms needed for all meetings, auditions, rehearsals, storage, and performances
- Arranges all set-up and clean-up of production requirements with church maintenance crew
- Monitors the makeup budget, processes purchase orders and check requests, distributes funds, submits receipts to the Production Coordinator
- Takes responsibility to contact all members of the facility crew when necessary.

Volunteer Form

The “Volunteer Form” is a valuable tool to distribute to your congregation so you can begin to build your production team. It is available for download from the “Performance Package” page on the website. Here are some basics of recruiting your production team, and in the use of the form:

- Ask your Pastor to cast the vision for *God’s Masterpiece*
- Show some advertising items from your Performance Package
- Stuff the church bulletins with the volunteer forms
- Place bins at all the exits to collect the forms
- Create a database with all the names, contact information, and preferences
- Give the lists to the “Crew Chiefs,” who will contact people to become involved in telling the amazing story of the Gospel with the talents God gave them. This is also a good way to find crew chiefs if you are missing some.