

Theatre Midwest

Job Description, Duties

RUN CREW

- Responsible for supervising and operating the various technical aspects for your assigned area (props, costumes, hair/makeup, or a combination thereof) during the run of the production
- Coordinate the care, management, and organization of finished materials for your assigned area (props, costumes, hair/makeup, or a combination thereof) during the dress rehearsal and performance period, with the assistance of the Costume/Props/Hair & Makeup Designers
- Assist the Stage Manager and other run crew members in preparing the space for the production, including sweeping the stage, setting props/costumes and preparing any special or consumable props/costume effects
- Track items for your assigned area (props, costumes, hair/makeup, or a combination thereof) during tech or performance and make sure they are in position as needed by actors
- Reset the space at the end of a performance, check in all props/costumes
- Relay any notes from the Director/Stage Manager/Tech Director to the Designers and assist in making any fixes/adjustments
- Establish a maintenance schedule for props and costumes during the performance period including, but not limited to: repairs, laundry, shoe polishing and arrangements for dry cleaning
- Assist stage management in organizing archival photo call schedule, and prepare dressers and performers so that the photo session proceeds smoothly and in a timely manner.
- Assist Prop Manager, Costume Designer, Hair & Makeup designer during strike, including but not limited to: cleaning/laundry, preparing dry cleaning, cleaning of the dressing and make-up rooms, and restocking.
- Attend all tech rehearsals, dress rehearsals, performances, and strike at assigned call times.
- Performs other duties as needed upon request of the organization.