

Hello! Thank you for your interest in the theater crew at MHS! This document is intended to give some basic information about how Crew operates, what the expectations are, and when you need to be in attendance. If you have any questions beyond this document; Please reach out to the respective department head listed at the bottom.

Production Crews

There is no experience required for any crew. This is a general list of what the crews do, but is not all inclusive.

- Set Crew
 - Set Crew - Constructs the sets. Uses woodworking, power tools, and sometimes metal working to make the sets come to life.
 - Paint Crew - Paints the sets, props, fabric drops, and other items used within the show.
 - Props Crew - Constructs, sources, and manages all the props for the show
- Electrics Crew
 - Light Crew - Manages, maintains, hangs, and focuses all the lights for every show.
 - Sound Crew - Manages, maintains, and operates all the microphones, speakers, and sound effects for every show.
 - Video Crew - Made up of the Light/Sound crews. On an as needed basis show to show. Will often operate cameras or run projections for a show.
- Stage Management - The backbone of each production. The stage managers attend all rehearsals to take notes for the designers, track props, record blocking, and much more. During shows the stage managers keep the show running smoothly by managing the crew and the performers.
- Box Office - Works with Liz Barlow to run the Box Office - selling tickets, ushering, and running will call. Contact Liz Barlow for more info.
- Costume/Hair/Make-up - These crews work with the costume, hair and makeup designers. Contact Amy Jore for more info.

Who needs to show up when?

The general expectation, for Set Crew, Electrics Crew, and Stage Management, is that you are in attendance an average of 4 days a week. Crews are generally expected to show up daily from 3p-5p during the week. It is important that you are in full attendance and not showing up late or leaving early. There are specific times on other non school days and evenings that are listed on the calendar as well.

Specific groups have special days that they need to show up to beyond the normal crew hours. Listed below are some of the more common types of calls. There may be other calls not listed below.

Crew - Every crew shows up unless notated

Light Hang - Everyone on Light and Sound Crew

Light Focus - Everyone on Light and Sound Crew

Sound Class - Everyone on Sound Crew

Orchestra Install - Everyone on Sound Crew

Paint Call - Everyone on Paint Crew

Paper Tech - Crew leads

Run Crews

The Run Crew is selected from the Production Crew for each show. The following are the typical Run Crew roles for each department.

- Stage Management
 - Stage Manager - *Manages the show, calls cues for the other departments, and lots of other responsibilities.*
 - Assistant Stage Manager - *Assists the Stage Manager, typically two ASMs per show, these are backstage positions.*
- Backstage Crew - *Typically comprised of the Set Crews*
 - Fly Master - *Leads the fly crew and is responsible for all fly cues and operations.*
 - Fly Operator - *Assists the Fly Master in fly cues and operations.*
 - Deck Chief - *Leads the Deck crew and is responsible for scene shifts and maintenance of scenic elements.*
 - Deck - *Assists the Deck Chief with scene shifts and maintenance of scenic elements.*
 - Props
- Lighting
 - Light Board Operator - *Leads the lighting crew and is responsible for the operation of the light board, operation of additional lighting elements, and maintenance of the lighting rig.*
 - Followspot Operator - *Typically two operators per show. Operates a followspot for the show and assists the Light Board Operator with the operation of additional lighting elements and the maintenance of the lighting rig,*
- Sound
 - Sound Board Operator - *Leads the Audio Crew and is responsible for operating the sound board during the show as well as the maintenance and preparation of all audio equipment used in the show.*
 - Sound Effects/Track Operator - *Runs the Qlab (Sound effects and/or tracks) for the show and directly assists the Sound Board Operator during rehearsals and shows. As well as assisting the Sound Board Operator in the maintenance and preparation of all audio equipment used in the show.*
 - Backstage Audio - *Is responsible for all the microphones in the show. Fixes any problems that arise during the show and assists the Sound Board Operator and Sound Effects Operator/Track Operator.*
- Video - *All roles on an as needed basis per show*
 - Projectionist - *Leads the Video Crew. Operates the Video Qlab for the show. Manages and Maintains the projectors for the show.*
 - Assistant Projectionist - *Assists the Projectionist with the Management and Maintenance of projectors for the show.*
 - Camera Operator - *Operates a camera for when we need to do a recording or live stream of a show.*

FAQ

1. What if I can't commit to four days a week?
 - a. *We would still love for you to come in and work! That being said, it is a lot more difficult for us to assign you larger projects or projects that might be more interesting to you if you aren't going to have the time to complete them on time. The more you show up, the more you will learn, and the more advanced projects we can give you. With limited attendance, you will only have a very small chance of being assigned a run crew position.*
2. Can I work on more than one crew?
 - a. *Yes! Kind of. Many crews meet at the same time and it can be difficult to do a full amount of work between different crews; however, some crews like Costume crew and Box Office don't meet as often as set crew or lighting crew. So it would be possible to work on both.*
3. How will calendar changes be communicated?
 - a. *Email. Our primary mode of communication is by email or in person. Please make sure you are checking your email on a regular basis.*
4. Do I need to bring anything? Such as tools or safety equipment.
 - a. *No, all tools and equipment are provided. You should wear comfortable clothes that you don't mind getting ruined. We work around sharp objects and paint frequently. Even if you are not painting or using power tools you will be around them and chances are high of getting paint on your clothes or getting a tear. There are lockers available in the shop if you would like to store work clothes and change into them after school. You will have to provide your own lock. Closed toe shoes are required.*
5. How many shows do we produce in a year?
 - a. *4-7. There can be 2-3 mainstage productions; The fall musical, the holiday musical, and the spring musical. There are 2 productions in the winter; The traveling competition One Act and the straight play. The shop also produces the elementary show at the beginning of summer. And finally we will often have a summer offering as well. We have work to do.*
6. Do I have to work on all the shows in the year?
 - a. *No. But the more you do, the more you learn, and the more we can assign to you.*

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