



## Paid Production Team Positions

### Role Descriptions

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#### **POSITIONS THAT REQUIRE AN APPLICATION (PAID)**

##### **Director**

- The Director plays a pivotal role in shaping the artistic vision of the production, overseeing all aspects of the creative process from pre-production to post-production. The ideal candidate should have a strong background in musical theater, excellent leadership skills, and a passion for delivering high-quality performances.

##### **Responsibilities include:**

- Develop a clear artistic vision for the musical production, making sure it matches the goals of Little Falls Theatre Company.
- Lead and direct rehearsals, guiding actors, musicians, stage crew, and technical staff and provide constructive feedback to bring the production to life.
- Work closely with the musical director, choreographer, set designer, costume designer, and other key collaborators to ensure a cohesive and unified production.
- Attend regular production meetings to provide updates and problem solve anything related to the production.
- Participate in the casting process, making decisions on the selection of actors, singers, and dancers who best fit the vision of the production.
- Create a rehearsal schedule in advance of the first rehearsal.
- Effectively communicate the artistic vision to the cast and crew, fostering a shared understanding of the production's goals.
- Provide educational opportunities for all cast and crew members involved to foster growth and a deeper understanding of theatre arts.

##### **Stage Manager**

- The Stage Manager plays a crucial role in ensuring the smooth execution of rehearsals and performances, coordinating with the director, cast, crew, pit, designers, and production manager. The ideal candidate should have excellent organizational skills, strong communication abilities, and a thorough understanding of the intricacies of stage management and how all of the aspects of theatre work together.

##### **Responsibilities include:**

- Work closely with the director to plan and organize all rehearsals efficiently, sending a daily call to cast members at least 24 hours before each rehearsal.
- Be the main point of contact between the creative team, cast, and technical crew, mostly through email.
- Create and share a rehearsal report after each rehearsal, giving updates on the production's progress.

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- Keep an updated Prompt Book (Stage Manager's Script) with all cues, notes, and changes made during rehearsals.
- Take part in the casting process in an organizational and managerial role.
- Call cues during rehearsals and performances to ensure smooth transitions between scenes and technical elements.
- Oversee backstage activities and manage the backstage crew, ensuring a safe and organized backstage environment. Educate cast and crew members on protocol, safety, and procedures.
- Attend regular production meetings, providing updates on the status of rehearsals, technical elements, and any challenges faced
- Promote effective communication and teamwork within the production team.
- Be prepared to handle unexpected situations or emergencies during rehearsals and performances.

### Music Director

- The Music Director shapes the musical direction and guides the cast and orchestra to deliver an exceptional performance. The ideal candidate should have a strong background in musical direction, a deep understanding of various musical styles, and the ability to collaborate effectively with the creative team.

#### **Responsibilities include:**

- Collaborate closely with the director to create a unified musical vision that enhances the overall artistic direction of the production.
- Conduct music rehearsals with the cast to teach the entirety of the music required of the production, taking note of any changes made during rehearsal.
- Collaborate with the director, pit conductor, and choreographer to integrate music seamlessly with the overall production.
- Participate in the casting process, providing input on the selection of vocalists to ensure a harmonious ensemble.
- Foster a positive and collaborative environment for the entire creative team.
- Attend regular production meetings to provide updates and problem solve anything related to the production.
- Monitor the quality of musical performances during rehearsals, offering constructive feedback to enhance the overall musical experience.
- Create educational opportunities for cast members to ensure growth and deepen their knowledge of musical theatre performance.

### Choreographer

- The Choreographer will be responsible for conceptualizing and choreographing dance numbers that enhance the storytelling and overall vision of the production while working within the skill level of the cast. The ideal candidate should have a strong background in choreography, various dance styles, a passion for musical theater, and the ability to collaborate seamlessly with the production team.

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### **Responsibilities include:**

- Design choreography that complements the narrative and enhances the emotional impact of the performance. Tailor choreography to showcase the strengths of individual dancers and the ensemble.
- Lead dance rehearsals, guiding performers through choreographed routines and ensuring precision, synchronization, and expressive storytelling.
- Work closely with the director and musical director to smoothly blend dance into the whole production.
- Be part of the casting process, suggesting dancers who fit the dance vision.
- Foster a positive and collaborative environment that encourages creativity and expression.
- Attend regular production meetings to provide updates and problem solve anything related to the production.
- Give guidance and feedback to dancers, helping them improve and perform at their best.
- Collaborate with assistant choreographers and dance captains as needed.
- Offer educational learning opportunities to cast members, encouraging growth and expression through movement.