

LAPWORTH PLAYERS – JOB DESCRIPTIONS

PRODUCTION ASSISTANT

FUNCTION

- The Production Assistant gives maximum support and assistance to the Producer in all aspects of the production

SPECIFIC DUTIES

- If required, prepare and circulate schedule of rehearsal dates and venues
- Prepare and circulate a list of names and telephone numbers of all people involved in the production.
- Inform all involved of any changes made to the rehearsal dates, times or places.
- Liaise with Producer and arrange back stage meetings as required
- Attend all rehearsals and deputise in the absence of the Producer.
- If required, assist with the blocking procedure and subsequently monitor the scripted moves at the rehearsals. Make notes and alter any moves the Producer deems fit, in the script.
- Field problems if possible but keep the Producer informed at all times.
- Participate in back stage meetings
- Ensure that 'permission to perform' is obtained from the Education Authorities, for any child players. Process the necessary forms.
- Provide the treasurer with a rehearsal schedule in order that he can calculate the cost of the village hall hire. Make sure you inform him of any additions or cancellations during the run – his bill from the hall should match the rehearsal schedule exactly.

GENERAL

- In addition, the Production Assistant may be asked to serve as a member of the casting committee.
- According to the complexity of a production and the input of the producer the duties may vary. Liaise with the producer at all times, help him/her in any way you can.
- Be careful not to become so enthusiastic that you take over. It's their baby and they will probably be possessive!