



## **Role Descriptions – Toonspeak Young Production Artists 2019**

- 1. Stage Managers (S.M.)**
- 2. Deputy Stage Manager (D.S.M.)**
- 3. Assistant Stage Managers (A.S.M.)**
- 4. Wardrobe Assistant**
- 5. Sound Assistant**
- 6. Lighting Assistant**
- 7. Design Assistant**

### **1. Stage Manager (S.M.)**

#### **Skills required**

- excellent planning, organisational and leadership skills
- confidence and decision making ability
- the ability to multi-task and 'think on your feet'
- calmness under pressure
- a high level of attention to detail
- good IT skills

#### **What you'll do**

- making sure crew and performers are in the right place at the right time
- organising rehearsals
- working with production and creative team to plan wardrobe, set design, scene changes, sound and lighting
- managing props and set dressing
- supervising the 'get in' and 'get out' – the times when sets and equipment are set up and taken down
- giving cues for the performers to go on stage

### **2. Deputy Stage Manager (D.S.M.)**

#### **Skills required**

- excellent planning, organisational and leadership skills
- confidence and decision making ability
- the ability to multi-task and 'think on your feet'
- calmness under pressure
- a high level of attention to detail



- good IT skills
- awareness of the needs of others
- excellent communication skills

### **What you'll do**

- produce the 'book' for the show
- call the show, cueing lights and sound, etc
- run the rehearsal room
- be the eyes and ears for the director
- produce daily rehearsal notes for the Creative Team
- be the link between rehearsals and the rest of the Team

### **3. Assistant Stage Manager**

#### **Skills required**

- excellent planning, organisational and leadership skills
- confidence and decision making ability
- the ability to multi-task and 'think on your feet'
- calmness under pressure
- a high level of attention to detail
- good IT skills
- the ability to follow instruction

#### **What you'll do**

- making sure crew and performers are in the right place at the right time
- organising props and set for rehearsals
- managing props and set dressing for the performances
- assisting with the 'get in' and 'get out' – the times when sets and equipment are set up and taken down
- giving cues for the performers to go on stage
- occasionally assisting with costume changes
- assisting with set changes

### **4. Wardrobe Assistant**

#### **Skills required**

- creativity and style
- excellent attention to detail
- the ability to follow instructions



- good organisational skills
- calmness under pressure
- a calm, tactful and patient manner

### **What you'll do**

You'll work under the direction of a costume supervisor or wardrobe master or mistress.

- helping to buy and hire costume items
- looking after the costumes between scenes
- mending and altering items
- packing and unpacking costumes and accessories
- cleaning, steaming and ironing
- helping to make pieces and put costumes together
- fitting costumes onto performers
- keeping notes, so that performers wear the correct costume for the correct scene
- storing costumes and returning hired items (known as 'breaking down' costumes)
- In theatre, you will also act as a 'dresser', helping performers with costume changes during the show.

## **5. Sound Assistant**

### **Skills required**

- good hearing, for judging sound quality
- a good sense of pitch, timing and rhythm
- patience, stamina and good concentration
- the ability to cope with long hours and tight deadlines

### **What you'll do**

You'll mix the inputs from microphones and amplifiers, using a control desk to balance the sound levels.

You will also provide background music and sound effects.

Your duties might also include:

- discussing the production's sound needs with the director or sound designer or composer



- identifying places in the script where any sound effects, music and changes in sound level are needed
- pre-recording any sound effects and music
- positioning and rigging up microphones
- completing sound checks before a performance
- operating the sound desk during shows
- following a sound plan (known as a 'plot') and cues from the deputy stage manager
- looking after and repairing equipment
- unloading, setting up, dismantling and loading equipment at each venue when on tour

You may also set up and operate lighting equipment as part of a sound and lighting crew.

## **6. Lighting Assistant**

### **Skills required**

- practical and numeracy skills
- communication and people skills
- creativity and problem-solving skills
- the ability to follow technical and design instructions

### **What you'll do**

You'll usually specialise in film and TV, or theatre, concerts and live events.

Your work would range from basic spotlighting to operating strobes, lasers and pyrotechnics.

Depending on your role, your day-to-day tasks may include:

- interpreting a lighting designer's plan
- planning where to run cables and place lights
- helping to rig and check the equipment
- taking cues from the stage manager in theatre or the floor manager in TV
- programming and operating manual and computer-controlled lighting systems taking down the equipment after shows or filming

You may be the only lighting technician on a theatre production, or you could be part of a large crew on a concert tour or feature film.



## **7. Design Assistant**

### **Skills required**

- creativity and imagination
- strong practical skills like drawing and 3D model making
- excellent attention to detail
- the ability to work under pressure and meet deadlines
- research skills

### **What you'll do**

- studying scripts and discussing ideas with the director and designer
- communicating your ideas to costume, make-up, props and lighting designers
- working out problems like lighting and scene changes
- researching historical, contemporary or futuristic details to get the right look for the production
- creating effective designs within the available budget
- sketching design ideas to produce a storyboard
- building and photographing scale models
- assist in set construction, scenic art and prop making

These are un-paid training positions for which we will cover your travel to and from our base in Barmulloch and our show venue, we will also provide lunch each working day.