

Anon(ymous)

TECH CREW APPLICATION INFORMATION

*There are a lot of details and requirements, so please **THOROUGHLY READ** the following information.*

Application deadline: WEDNESDAY MARCH 20

Important Info (What's new):

- The tech crew will be posted by 4:00pm on FRIDAY March 22 on our website (www.hickmanhighschooltheatre.com).
- Note the shortened time frame. Applications are due in a week. Also note the quick turnaround between the application deadline and the first production meeting and first rehearsal for tech. Tech begins attending daily rehearsals as soon as we return from Spring Break on April 1 (**NO** April Fool's for sure).
- Please read over the tech calendar carefully. There is quite a bit of time required for tech crew members. Do not let this overwhelm you. Up until a certain point in the rehearsal process, there will be a considerable amount of flexibility. Please be thorough in listing conflicts on the tech app. ***There should be NO CONFLICTS beyond April 17. This would include club meetings or outside of school activities.***
- Production Meetings will be held weekly on Tuesday mornings at 8am in Mrs. Gerling's Room (125). These are required for **ALL CREW HEADS**. If you cannot attend, you may designate a crew member to attend in your absence.
- **Every cast and tech crew member will be required to work 2 hours during our weekend work days.** This is outside of required meetings/rehearsal times. If you have a valid conflict during work days, alternate options are available (please see a director).
- A *PAPER TECH* will be held the weekend before show week (see the Tech calendar). This is required for the Technical Director, Asst. Technical Director, Stage Manager, Asst. Stage Manager, Lighting Designer, and Sound Designer.
- Some of the Job Descriptions have been modified. Please read through them before completing your application. ***Pay careful attention to the time commitment required for certain jobs.***
- You may turn in tech apps to my mailbox in the Fine Arts office, send it to me by email (vpalmer@cpsk12.org) or give it to Mrs. Gerling in Room 125.

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Anon(ymous)

TECH CREW APPLICATION — ALL POSITIONS

Read carefully and complete **BOTH** sides of the application (including required parent signatures). **PRINT LEGIBLY!!!** Check the calendar for required dates. For some positions, there will be additional required meetings, rehearsals and work days. **Submit ONLY THE APPLICATION PAGE(s)** to Ms. Palmer's mailbox in FA, by email to vpalmer@cpsk12.org, OR to Mrs. Gerling in room 125. **KEEP THE REHEARSAL CALENDAR!!!**

PLEASE NOTE: The Tech list will be posted on www.hickmanhighschooltheatre.com by Friday 3/22

APPLICATION DUE DATE for ALL positions: WEDNESDAY March 20

FILL IN ALL SPACES AND MAKE SURE WE CAN READ IT!!

Name: _____

Mobile Phone: _____ **Parent Phone:** _____

Ok to send text messages? YES NO

E-mail (that you use for Google Drive): _____

Current Grade in School: _____ **Student Number:** _____

Position for which you are Applying (list 1st, 2nd & 3rd choices in order of preference):

(See Job Descriptions for position options; Not all positions will necessarily be filled; We reserve the right to place you in any position as needed.)

1.

2.

3.

EXPERIENCE (Please list any previous Tech Crew experience, include position worked, and/or expertise; it may be from experiences other than Hickman. Also, keep in mind, no experience is necessary to participate):

REASON FOR APPLICATION (Briefly explain, 2–3 sentences, WHY you want to work in your preferred position[s]):

OTHER CLUBS (Please briefly list other clubs and activities in which you participate AND when they meet):

List CONFLICTS (check production calendar and list any conflicts with rehearsals/performances; include weekly conflicts such as voice lessons, dance, tutoring, etc.; please keep in mind that all Tech Crew members must attend ALL rehearsals/performances as stated on the Tech Rehearsal Calendar; **BE AS DETAILED AS YOU CAN**):

TECHNICAL DIRECTOR/ STAGE MANAGER & ASST. TD/ASST. STAGE MANAGERS ONLY:

If you are applying for any of these positions, please answer the following question:

The TD/SM & ATD/ASM positions require many leadership and organizational qualities. Why should we choose you for one of these important roles?

STUDENT & PARENT/GUARDIAN AGREEMENTS (SIGNATURES REQUIRED)

STUDENT AGREEMENT: I am aware of the time commitment of this show. I have viewed the rehearsal calendar and am prepared to be at all rehearsals & work days as necessary, with the exception of those listed above. I understand that I should be on time and ready to work at all rehearsals. I know that it is important to keep my school work current and my grades at a passing level and failing to do so could result in my being dropped from the production. I know that being a part of this production is an extension of the school day, and appropriate behavior is therefore mandatory.

Student Signature

PARENT/GUARDIAN AGREEMENT: I am aware of the time commitment of this show. I have viewed the rehearsal calendar and am prepared to ensure that my student will be at all rehearsals & work days as necessary, with the exception of those listed above. I understand that he/she should be on time and ready to work at all rehearsals. I know that my student is expected to keep their school work current and their grades at a passing level and failing to do so could result in my student being dropped from the production. I know that being a part of this production is an extension of the school day, and appropriate behavior of my student is therefore mandatory.

Parent/Guardian Signature

If you read the entire application, answer this: Where would you most like to travel?

TECH CREW POSITIONS

This list will give you an overview of what each position entails including job responsibilities and time commitment. Not all positions will be required for every show.

***Requires previous experience in the designated department**

MANAGEMENT POSITIONS

***Student Technical Director:** Works closely with Ms. Palmer and Mr. Davidson as the liaison between the directors during rehearsal and the tech classes; oversees all technical aspects including the set and managing the tech crew. **Requires quite a lot of time and commitment in addition to scheduled rehearsals**, including attending production meetings and at least two rehearsals per week during the rehearsal process. **Attendance at WORK DAYS is REQUIRED.**

Assistant Student Technical Director: Assists the Student Technical Director in overseeing set responsibilities and tech crew. Requires quite a bit of time and commitment in addition to scheduled rehearsals, including attending production meetings and at least two rehearsals per week during the rehearsal process. **Attendance at WORK DAYS is REQUIRED.**

Technical Director Apprentice: Shadows the Student Technical Director and Assistant Student Technical Director to learn his/her responsibilities. Requires quite a bit of time and commitment in addition to scheduled rehearsals.

***Stage Manager:** Works closely with the director. **Attends ALL rehearsals.** Manages auditions and rehearsals, records all actor blocking, takes line notes, calls cues during performances. Requires quite a lot of time and commitment in addition to scheduled rehearsals including production meetings and work days as needed. **Attendance at PAPER TECH is REQUIRED.**

Assistant Stage Manager: **Attends ALL rehearsals.** Helps Stage Manager take blocking/line notes and manage rehearsals. Coordinates scene changes during performances. Requires quite a bit of time and commitment in addition to scheduled rehearsals including production meetings and work days as needed. **Attendance at PAPER TECH is REQUIRED.**

Stage Manager Apprentice: Shadows Stage Manager and Assistant Stage Managers to learn their responsibilities. Requires quite a bit of time and commitment in addition to scheduled rehearsals.

BOOTH POSITIONS

***Lighting Designer:** Designs light cues, focuses lights, and programs light cues. **Requires quite a lot of time and commitment in addition to scheduled rehearsals**, including attending production meetings and at least two rehearsals per week during the rehearsal process. **Attendance at LIGHTING WORK DAYS and PAPER TECH is REQUIRED.**

Lighting Assistant: Helps focus lights and program light cues. May operate lighting console during performances. Requires some extra time outside of rehearsals.

Lighting Design Apprentice: Shadows Lighting Designer to learn his/her responsibilities. Requires some extra time outside of rehearsals.

Spotlight Operator: Operates and maintains the spotlights. Also works with lighting crew to focus and design lights. Requires some extra time outside of rehearsals.

***Sound Designer:** Designs sound effects cues, operates the sound console (microphones and/or sound effects), and manages microphones used during performances. Requires some extra time outside of rehearsals, including attending production meetings and at least two rehearsals per week during the rehearsal process. **Attendance at PAPER TECH is REQUIRED.**

Sound Assistant: Works with Sound Designer to manage & operate microphones. Helps operate the sound console/sound effects cues.

Sound Design Apprentice: Shadows Sound Designer to learn his/her responsibilities. Requires some extra time outside of rehearsals.

Booth Assistant: Assist the light and sound crew in miscellaneous tasks within the booth.

STAGE POSITIONS

Stage Crew: Performs scene changes during performances. Maintains the stage. Helps with other department tasks as necessary.

***Props Crew Head:** Coordinates the props crew. Compiles the props list. Coordinates the acquisition and production of all required props. Requires some extra time outside of rehearsals, including attending production meetings and at least two rehearsals per week during the rehearsal process.

Props Crew: Assists the Props Crew Head in acquiring or producing the required props for the production.

***Costume Crew Head:** Works closely with the directors to choose and coordinate the costumes used in the production. Some sewing knowledge is helpful but not required. Requires quite a lot of time and commitment in outside of scheduled rehearsals, including attending production meetings and at least two rehearsals per week during the rehearsal process.

Costume Crew: Assists the Costume Crew Head and directors in costume management and/or production. May require some extra time outside of rehearsals.

***Makeup & Hair Crew Head:** Works with the directors to design the actors' makeup and hair for the production. Assists the actors in creating their individual makeup and hair designs, including attending production meetings and at least two rehearsals per week during the rehearsal process.

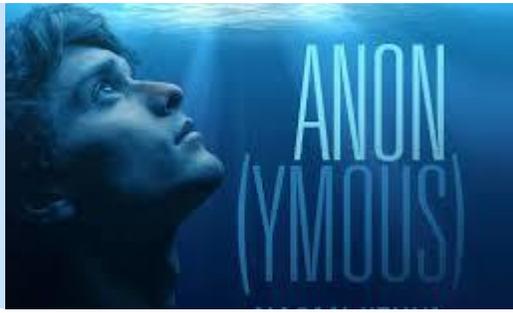
Makeup & Hair Crew: Assists the Makeup & Hair Crew Head in helping the actors with their makeup and hair.

MISC. POSITIONS

Publicity & Marketing: Assists Directors and parents in marketing and advertising the production. May also help in creating and organizing tickets, flyers, programs, etc. Most of this position is done outside of rehearsal time. Some attendance at rehearsals may be necessary but must check in with director at least once per week during the rehearsal process.

House Manager: Coordinates and trains ushers, manages audience issues, and helps run the box office (sometimes with parent volunteers). Attendance is only required on performance nights but may attend rehearsals as often as desired.

Ushers: Takes tickets and hands out programs at all performances. Assist House Managers with any audience issues. Attendance is only required on performance nights but may attend rehearsals as often as desired.



TECH

April 2019

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
	1 TECH Class Rehearsal 7p-9p Work Show Auditorium	2 TECH PRODUCTION MTG. 8AM RM 125 4:15p-6p Work Show Auditorium	3 TECH Class Rehearsal 4:15p-6p Work Show Auditorium	4 TECH 4:15p-6p Work Show Auditorium	5 TECH Class Rehearsal 4:15p-6p Work Show Auditorium	6
7	8 TECH 7p-9p Auditorium	9 TECH PRODUCTION MTG. 8AM RM 125 Class Rehearsal 4:15p-7p Work Show Café Annex	10 TECH OFF BOOK 4:15p-7p Work Show Café Annex	11 TECH Class Rehearsal 4:15p-7p Work Show Auditorium	12 TECH 4:15p-7p Work Show Auditorium	13 LIGHTING Workday TBA
14 LIGHTING Workday TBA	15 TECH Class Rehearsal 5p-8:30p Run Through Auditorium	16 TECH PRODUCTION MTG. 8AM RM 125 5p-8:30p Run Through Auditorium	17 TECH Class Rehearsal 5p-8:30p Run Through Auditorium	18 TECH 7p-10:30p Run Through Auditorium	19 Class Rehearsal	20 Workday TBA PAPER TECH Time TBA
21 Workday TBA	22 TECH Dress Rehearsal 5p-10:30p Auditorium	23 TECH Class Rehearsal Dress Rehearsal 5p-10:30p Auditorium	24 TECH Pasta Party Dress Rehearsal 5p-10:30p Auditorium	25 TECH Performance Call-5:30 Curtain-7:00	26 TECH Performance Call-5:30 Curtain-7:00	27 TECH Performance Call-5:30 Curtain-7:00 Strike after show Cast party after strike