



PRODUCTION ASSISTANT

Roles & Responsibilities

Auditions:

- If requested or able to, the Production Assistant will sit on the audition panel with the Director, Musical Director and Chairman of the Audition Committee, plus any other members if the panel is 5. The committee will adhere to the audition rules of the society.
- After the auditions, a register of the cast will be produced with rehearsal dates and any planned absences which are marked on the audition forms will be added. The PA will keep copies of the audition forms for contact details.

(* It is possible that the chairman of the audition committee may produce a register. This must be marked for EVERY rehearsal. For example **tick** for present, **H** for holiday, **A** for apology, **S** for stand in and **?** for unknown reason for absence).

- It is important to stress to any absentee member of the cast that they must provide a stand in for setting rehearsals.

Production Rehearsals:

- If for any reason the PA is unable to attend a setting rehearsal, then a stand in must be organised. It would be helpful if this is someone who has had some experience as a PA before.
- Attend Production Meetings if required and requested by the Production Coordinator.
- Otherwise record sets and props required as the rehearsals progress. It is useful to liaise with the Stage Manager as often as possible.
- Send out the Rehearsal Schedule in liaison with the Director, MD and Dance Captain.,
- Record principal places and moves on cue and record company placings and cues for moves in every scene.
- There is usually a Dance Captain to record and rehearse dancing and chorus routines, but it is helpful for the PA to make notes on placings of the company in the big scenes. The Dance Captain will record the dance numbers and choreography. Make videos and post on the cast Facebook pages.
- Run principal and company scenes when the Director is not present, ensuring rehearsals are run efficiently and sufficient liaison between PA, MD and Dance Captain to ensure appropriate and shared time allowance.
- Run rehearsals when the Dance Captain is absent for some reason.
- Listen to feedback as principals and company may ask to run certain scenes or numbers.

Music

- Be aware that the MD may want to run through musical numbers and apportion time for this. It may be useful to have a short music session before a rehearsal. Some MDs also play the piano and separate pianists are usually pre-booked. But it may be useful to have a list in case you need to book one. Otherwise contact someone on the committee if you need any help.

Always remember that teamwork is the keyword. If the Director, Musical Director, Production Assistant, Dance Captain and Company work together happily and with respect.

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