



PRODUCTION COORDINATOR – not on Executive Committee

Roles and Responsibilities

- Liaise with Production Assistant and Dance Captain, Stage Manager, Wardrobe, Wigs Coordinator, Props Team and Makeup (as applicable) and ensure all roles are aware of their responsibilities per show
- Liaise with the Treasurer re libs/scores, price, handing out etc
- Oversee Props team and help with sourcing and collection if needed from external suppliers
- Liaise with Director, MD and Production Team re cast and issues both post auditions and through the show keeping the Committee informed as appropriate. A regular slot to be made at monthly committee meetings for PC to attend if issues need to be discussed
- Schedule and chair Production Team meetings on a regular basis
- Organise printing of scripts for those who need them (normally 15) ie. for production team/crew
- If appointed prior to auditions, source, liaise and book scenery set with external suppliers as agreed by the Committee, then discuss with Stage manager. Liaise with the Treasurer about applicable payments/deposits
- If appointed prior to auditions, source, and book sound with external suppliers as agreed by the Committee
- If appointed prior to auditions, source and book lighting with external suppliers as agreed by the Committee
- Assist with, and coordinate sourcing any additional set requirements and special effects from a technical aspect
- Organise any rehearsal pianists when required
- Ensure that microphone plots are produced for the sound team in liaison with Production Team
- If required, liaise with Publicity Team and assist with booking of sound or other requirements for publicity days or events to promote the show
- Organise rehearsal viewings with lighting and sound teams (external suppliers)
- Ensure that a date for the completion of the lighting plot has been agreed with the Director and that this is completed. Then liaise with the supplier
- Coordinate Band Call when needed & arrange sound if MD requires it
- Coordinate the Front of House for Show Week with the Front of House Manager
- Ensure that Car Park Tickets are issued to cast, crew and dressers and available for the MD to issue to the band
- Liaise with members re organising an After-Show Party, and deal with any issues
- Provide a register for backstage show week to include cast, dressers and band. Ensure Stage manager completes his/her own register