



Theatre Ancaster Conservatory Company Leadership and Production Roles

Qualifications and Expectations of Responsibility

Theatre Ancaster is seeking Individuals to take on leadership roles within the Conservatory Company, a program for adults aged 18-29 to gain leadership experience and create a musical theatre production on a timeline that fits with a college or university schedule. Theatre Ancaster would like to grow capacity for young artists, creators, and designers to begin taking on leadership roles that would enable them to grow into larger roles elsewhere in the company. All positions will receive an honorarium as a thank you for their work, though all positions are considered volunteers. Theatre Ancaster is a not-for-profit charity organization led by volunteers.

The Conservatory Company is seeking to fill roles for this season's production of *West Side Story*. Rehearsals will take place on Tuesday and Thursday evenings from 7-10pm and Sunday afternoons from 1 - 5pm. The rehearsal period is May 1 – August 7, with performances to be held August 8 – 17.

Please apply by filling out [this form](#) and submitting a resume or CV before the deadline December 1, 2024 at Midnight.

1. Producer (\$500 Honorarium)

Qualifications:

- A bachelor's degree or diploma in Theatre with a focus on Theatre and/or Production Management OR life-experience producing live theatre and/or other live events
- Experience managing people
- Talent for Communication
- Talent for Organization

Responsibilities:

- Support the Director in translating the Creative Vision for the production onstage
- Maintain and oversee entire production schedule
- Oversee all financial aspects of the production
- Ensure production costs do not run overbudget
- Communicate with Designers and Production Team Leads to ensure tasks are completed in a timely manner
- Support the work of the Designers and Production Team Leaders through helping with acquisition of materials
- Attend all necessary meetings and rehearsals
- Assist with Production tasks as necessary

- Maintain communication lines with all aspects of the production to ensure all aspects of the production are proceeding according to plan
- Support Production Heads as necessary to ensure the completion of their work

2. Stage Manager (\$700 Honorarium)

Qualifications:

- A bachelor's degree or diploma in Theatre with a focus on Stage Management OR life-experience in Stage Managing live theatre and/or other live events
- Experience managing people
- Talent for Communication
- Talent for Organization

Responsibilities:

- Support the Director in translating the Creative Vision for the production onstage
- Attend all necessary meetings and rehearsals
- Assist in rehearsal planning
- Assist with Production tasks as necessary
- Maintain communication lines with all aspects of the production to ensure all aspects of the production are proceeding according to plan
- Assist other Production Heads as necessary to support their work
- Keep and communicate rehearsal notes with performers and production team leaders
- Take and maintain blocking and choreography notes
- Work with the Technical Director to lead strike and disposal of all production elements, ensuring its completion
- Create and maintain a prompt script for technical elements of the production

3. Assistant Vocal Director (\$500 Honorarium)

Qualifications:

- A bachelor's degree or diploma in Music with a focus on Directing and/or teaching vocalists OR life-experience in directing vocalists, especially in musical theatre
- Experience managing people
- Talent for Communication
- Talent for Organization

Responsibilities:

- Support the Vocal Director in teaching the vocal music of the production to the actors
- Attend all necessary meetings and rehearsals
- Rehearse and review songs with soloists and groups
- Assist in rehearsal planning
- Assist the Vocal Director in preparing the music for the show for performance

4. Assistant Band Director (\$300 Honorarium)

Qualifications:

- A bachelor's degree or diploma in Music with a focus on Directing and/or teaching instrumental music OR life-experience in directing instrumentalist, especially in musical theatre
- Experience and talent in rhythm and note reading, score reading, understanding concert pitch transposition, transcription, arranging
- Experience managing people
- Talent for Communication
- Talent for Organization

Responsibilities:

- Support the Band Director in communicating the musical aspects of the show with the hired musicians
- Attend all necessary meetings and rehearsals
- Liaise between Band Director and hired musicians as needed
- Rehearse and review songs with sections and groups
- Assist in rehearsal planning
- Assist the Band Director in preparing the music for the show for performance

5. Lighting Designer and Operator (\$600 Honorarium)

Qualifications:

- A bachelor's degree or diploma in Technical Theatre with a focus on Lighting OR life-experience in lighting for theatre and live events
- Experience creating lighting designs
- Experience hanging and focusing lighting instruments
- Experience programming lighting software for theatrical production (especially using Vista lighting software)
- Talent for Organization

Responsibilities:

- Support the Director in translating the Creative Vision for the production into the lighting, giving consideration to other visual elements of the production
- Attend all necessary meetings
- Attend rehearsals as necessary to understand the production and its lighting needs
- Create the lighting design for the production
- In consultation with the house technicians at the Ancaster Memorial Arts Centre and the Technical Director, hang and focus the lighting plot for the production
- Program the lighting console for the production
- Operate the lighting console for the run of the production
- Oversee the work of any followspot operators working on the production
- Ensure the lighting grid is returned to Memorial's default house hang
- Work within the budget of the production

6. Props Designer and Props Master (\$500 Honorarium)

Qualifications:

- A bachelor's degree or diploma in Technical Theatre with a focus on Properties for theatre OR life-experience in serving as the Props Master for live theatre
- Experience sourcing and creating props for live theatre
- Talent for Organization

Responsibilities:

- Support the Director in translating the Creative Vision for the production into the props (Props meaning, in this case, all items used or carried by performers on stage in the production.)
- Attend all necessary meetings
- Attend rehearsals as necessary to understand the production and the ways that props will be used in the production
- Create or source the props for the performance
- Supply rehearsal props for rehearsals if required
- Ensure that the props are used safely in all aspects of the performance
- Ensure all props are disposed of properly on strike day at the completion of the production (back to the props house and stored neatly in the correct sections, sold, or given away)
- Work within the budget of the production

7. Set Decorator (\$500 Honorarium)

Qualifications:

- A bachelor's degree or diploma in Technical Theatre with a focus on Set Design for theatre OR life-experience in serving as the Set Decorator for live theatre
- Experience designing, creating, and decorating sets for live theatre
- Talent for Organization

Responsibilities:

- Collaborate with the Set Designer to support the Director in translating the Creative Vision for the production into the set (Set meaning, in this case, any standing construction or items used to provide setting for the production that are not used or carried by the performers.)
- Attend all necessary meetings
- Attend rehearsals as necessary to understand the production and the ways that the set will be used in the production
- Decorate the constructed set to fit the artistic needs of the production
- Ensure that the set is safe for all aspects of performance and is used in a manner that follows proper safety guidelines
- Perform all necessary maintenance and repairs during tech and dress rehearsals as well as during performances
- Work with the Set Designer and Lead Carpenter to plan for and facilitate load-in and strike regarding the set. Communicate plans and needs with Producer
- Work with the Lead Carpenter to ensure the set is disassembled and all elements are fully disposed of properly and safely

- Ensure that all remaining set decoration pieces are stored or disposed of to the satisfaction of the scene shop manager
- Work within the budget of the production

8. Set Construction/Lead Carpenter (\$500 Honorarium)

Qualifications:

- A bachelor's degree or diploma in Technical Theatre with a focus on Set Construction for theatre OR life-experience in serving as the Lead Carpenter for live theatre
- Experience building sets for live theatre
- Talent for Organization

Responsibilities:

- Support the Production in working with the Set Designer to translate the Creative Vision for the production into the set (Set meaning, in this case, any standing construction or items used to provide setting for the production that are not used or carried by the performers.)
- Attend all necessary meetings
- Attend rehearsals as necessary to understand the production and the ways that the set will be used in the production
- Build all standing construction and other items as required for the set of the production
- Work with the Set Designer to ensure the set is built to specifications
- Ensure that the set is safe for all aspects of performance and is used in a manner that follows proper safety guidelines
- Work with the Set Designer and Decorator to plan for and facilitate load-in and strike regarding the set. Communicate plans and needs with Producer
- Work with the Set Designer and Decorator to ensure the set is disassembled and all elements are fully disposed of properly and safely
- Work within the budget of the production

9. Technical Director (\$500 Honorarium)

Qualifications:

- A bachelor's degree or diploma in Technical Theatre with a focus on Technical Direction or other relevant area of focus OR life-experience in Technical Direction for theatre and live events
- Experience managing people
- Experience with all aspects of theatrical production
- Experience with the technical equipment used in theatrical production to be able to teach others of its use
- Talent for Organization

Responsibilities:

- Support the Director and Designers in translating the Creative Vision for the production into the technical needs of the performance
- Attend all necessary meetings

- Attend rehearsals as necessary to understand the production and its technical needs
- In consultation with the house technicians at the Ancaster Memorial Arts Centre, ensure that the technical needs of the production are met
- Oversee the work of all technicians working on the production
- Supervise and be physically present to assist with the work of the Designers and Technicians for load-in, spiking, hang, focus, programming, sound installation, projection setup, and technical rehearsals
- Ensure that all technical work is happening with appropriate supervision and certification, and that proper safety guidelines are being maintained
- Liaise with the house technicians at the Ancaster Memorial Arts Centre to ensure that the production uses the technical assets of Memorial appropriately and safely.
- Work with the Stage Manager to lead strike and disposal of all production elements, ensuring its completion
- Work within the budget of the production

10. Visual Effects/Projections Designer (\$500 Honorarium)

Qualifications:

- A bachelor's degree or diploma in Technical Theatre with a focus on Visual Effects and/or projected scenery OR life-experience in visual effects and projected scenery for theatre and live events
- Experience in the field of creating and effectively executing visual effects for live theatre
- Experience programming video projection software for theatrical production
- Talent for Organization

Responsibilities:

- Support the Director in translating the Creative Vision for the production into the visual effects and projected effects of the production, giving consideration to other visual elements of the production
- Attend all necessary meetings
- Attend rehearsals as necessary to understand the production and its visual needs
- Create the projection design for the production
- Source the tools or machines needed to create any visual effects needed for the production
- In consultation with the house technicians at the Ancaster Memorial Arts Centre and the Technical Director, hang and focus projectors needed for the production
- Prepare and place projection surfaces in collaboration with the Set Designer and Lead Carpenter
- Program the video projection software for the production
- Operate the video projection software for the run of the production
- Supervise and oversee the use of any tools or machines to create visual effects for the production
- Work within the budget of the production

11. Hair and Makeup Designer and Artist (\$200 Honorarium)

Qualifications:

- A bachelor's degree or diploma in Technical Theatre with a focus on Makeup and Hair Design OR life-experience in Makeup and Hair Design for theatre and live events
- Experience in the field of creating and effectively executing visual effects for live theatre

- Talent for Organization

Responsibilities:

- Support the Director in translating the Creative Vision for the production into the hair and makeup design. (Hair and Makeup meaning, in this case, products and applications to the face and body, not including clothing as well as work and products for the performers' hair, including wigs and prosthetics.)
- Attend all necessary meetings
- Attend rehearsals as necessary to understand the production, the cast, and the individual needs for specific characters and performers
- Purchase or source all needed makeup and hair products for the performance
- Ensure that all products are safe for all performers to perform in
- Perform all necessary maintenance and repairs during tech and dress rehearsals as well as during performances
- Ensure all tools are cleaned and stored appropriately in a timely fashion at the end of the production
- Ensure that Theatre Ancaster's store of products is replaced and topped up at the end of the production
- Work within the budget of the production

12. Assistant Stage Manager (\$100 Honorarium)

Qualifications:

- A bachelor's degree or diploma in Theatre with a focus on Stage Management OR life-experience in Stage Managing live theatre and/or other live events
- Experience managing people
- Talent for Communication
- Talent for Organization

Responsibilities:

- Support the Stage Manager in their duties as required
- Attend all necessary meetings and rehearsals
- Assist in rehearsal planning
- Assist with Production tasks as necessary
- Assist with the leadership and oversight over technical and dress rehearsals
- Assist with the oversight of the maintenance and quality of the show with all performers and running crew during the run of the production
- Take a leadership role backstage during the production providing leadership for the stage crew and performers during tech and dress rehearsals as well as during performances
- Communicate necessary maintenance and repairs to designers