Town Hall Theatre Crew Application

Thank you for your interest in crew at Town Hall Theatre! Please fill out the below application and return it to the stage manager 3 weeks before the first tech rehearsal of the production you would like to work on. Applications can be returned to the stage manager in-person at Town Hall or via email at stage.manager@townhalltheatre.org. Please contact the stage manager with any questions.

Applicant Information:

First Name: _____Last Name: _____

Parent/Guardian Name(s): _____

Street Address: _____

City: _____State: _____ Zip: _____

Age: _____ Email Address: _____

Phone #: _____ Alternate Phone #: _____

School/Place of Employment: _____

Production(s) you would like to work on: _____

_____

Position(s) Applying For:

If applying for more than one position, please rank them with 1 as the position you most want. Brief descriptions for each position are on the second page. If you would like to help in a way not listed below, please email the stage manager at stage.manager@townhalltheatre.org.

___Any, whatever is most needed   ___Backstage/Run Crew

___Assistant Stage Manager   ___Wardrobe/Costume Crew

___Light Board Operator   ___Audition Assistant

___Spotlight Operator   ___Student Designer *(list role below)*:

___Sound Board Operator   _____

___Properties Crew   ___Other: _____

Technical Experience: Please fill out the table below or attach a resume.

Production	Position	Supervisor	Theater

Backstage Job Descriptions

Training is available for all crew positions. Unless otherwise noted, crew members are required to attend all tech/dress rehearsals (the week before performances) and all performances.

Assistant Stage Manager:
Assistant Stage Managers (ASMs) help the stage manager run rehearsals by assisting in set up and clean-up, taking blocking notes, tracking technical changes, running sound, etc. During tech and performances, ASMs work with the crew chief to assist the stage manager in the smooth running of backstage and keeping the show consistent each performance. ASMs are expected to attend all rehearsals & performances. ASMs are also expected to arrive 10 minutes early to rehearsal to help with set-up and stay a few minutes after to help with clean-up.

Light Board Operator:
Light Board Operators run the light board during tech & dress rehearsals and performances, learn about programming, and checks the lights before every show to make sure everything is working properly.

Spotlight Operator:
Spotlight Operators should be able to smoothly operate the spotlight during tech and performances, with the instruction of the lighting designer and stage manager.

Sound Board Operator/A1:
Sound Board Operators run the sound board for tech and performances by mixing the sound for the show, including microphones, music, and special effects. They also assist an adult crew member in putting mics on cast members and maintaining the mics.

Backstage/Run Crew:
Backstage/Run crew work behind the scenes with the ASMs and crew chief during tech & dress rehearsals and performances to track props, help with scene changes, and keep the show running consistently and smoothly.

Properties Crew:
If Town Hall is doing a production with a large amount of props, a separate crew member will be assigned to props. Duties include tracking props backstage, checking props in before and after every performance, and setting and striking props during scene changes. Properties crew members also assist the backstage crew.

Wardrobe/Costume Crew:
Wardrobe crew members assist the wardrobe supervisor with hair, make-up, and costumes before, during, and after the show during dress rehearsals and performances, including any quick changes. Costume construction internships may also be available on a show-by-show basis. Contact the stage manager if interested.

Audition Assistant:
Audition assistants help the stage manager during auditions by helping check auditionees in, collect and organize audition materials, run sound, etc.

Student Designer:
Student designer positions begin up to three months before a show opens. The following student designer positions are available for the 2023-2024 Season:
- *Lighting Designer:* available for *Goldilocks on Trial* and *Puss in Boots*
  - Responsible for creating all the light looks for the show, creating paperwork, attending meetings, and more. Applicants should have prior experience.
- *Assistant Lighting Designer:* available for *Peter Pan* and *Finding Nemo Jr.*
  - Responsible for assisting the Lighting Designer in creating paperwork, attending meetings, programming and more.
- *Sound Designer:* available for *Goldilocks on Trial* and *Puss in Boots*
  - Responsible for creating or sourcing all sound effects for the show, creating paperwork, attending meetings, working with Qlab, and more.
- *Assistant Sound Designer:* available for *Peter Pan* and *Finding Nemo Jr.*
  - Responsible for assisting the Sound Designer in creating paperwork, attending meetings, and more.