DEPARTMENT OF FINE AND PERFORMING ARTS

Production Staff Job Descriptions

Production Coordinator

A Lab Production Coordinator will be assigned to oversee all 2 week lab projects taking place in Mundelein 409 and the Studio over the course of a semester.

Pre-Production/Auditions
- Meet with Managing Director to discuss in detail the role of the PC for the semester before the projects get underway and to obtain keys.
- Get familiarized with the space and know how to operate any of the technical capabilities in the space (lights, sound, projection).
- Familiarize yourself with calendarwiz.com for setting up and scheduling meetings for the projects.
- The PC will coordinate the auditions and callbacks for the projects. This entails talking to each director to find their audition needs, distributing audition information (flyers, blurbs for the newsletter, etc.), creating a sign up sheet, and running the auditions.
- The PC will be the liaison between the directors and production areas (Alex, Joe, Julie, Box Office, Marketing, and Management). Will contact the shop managers for availability to meet with the directors and/or design coordinators to look through and pull stock. While the PC will arrange these meetings, presence of PC is not required at these meetings.
- It is not the responsibility of the PC to help the Director obtain any of the additional support the project requires (i.e. properties, costumes)
- The PC will be aware of all PR deadlines and will be in contact between the director and the box office to meet those deadlines.
- The PC will have to attend weekly Stage Management/Production Coordinator Meetings.

Rehearsal/Tech
- The PC is not acting as a stage manager for the project. It is not the role of the PC to organize the cast or daily rehearsal needs prior to being in the space – that is the director's responsibility.
- The PC will attend part of the first rehearsal to review Department Policy and Procedure, as well as to pass out Emergency Contact forms (which should be left with director until PC is attending each rehearsal)
- When the project is in the Studio or Mundelein 409, it is the responsibility of the PC to maintain and ensure the space is reset for classes the next day and secure the space on a daily basis.
- The PC will maintain, secure, and set any scenic, costume, prop elements during tech unless a design coordinator is present to do so.
- Once the project is underway the PC will create and distribute tech reports and include any issues that arise technically to the Director, any assigned Design Coordinator, all Mentors for the project, and Managing Director.

Performance
- The PC will operate any technical support the project requires (i.e. sound, projection, lights)
- The PC will maintain, secure, and set any scenic, costume, prop elements for performances unless a design coordinator is present to do so.
- During performances the PC will create and distribute performance reports to include any issues that arise in 409 technically to the Director, any assigned Design Coordinator, all Mentors for the project, and Managing Director.
- The PC will coordinate with Front of House to help facilitate audience seating.
- PC will set up and reset seating along with the Front of House Staff.

Post-Performance

- The PC will coordinate a post-mortem to discuss how the project went. (PC, Director, Design Coordinators, Mentors, Managing Director to be present)
- The PC will reset space and ensure that all project items are removed from the space.

Pre-Reqs

- Has held an ASM position