

PRODUCER

1. The producer will arrange audition and rehearsal space after consulting with the director regarding rehearsal dates and times. Will also make any alterations necessary due to changes in schedule. Prepares and distributes schedules if the director so requests.
2. Keeps in contact with management regarding rehearsal space changes.
3. Works with the director in selection of Crew Chiefs.
4. Works with the publicity chief to get promotion of both auditions and performances.
5. Advises the house manager of any special needs.
6. Arranges the cast party location and menu. Determines eligibility to attend.
7. Arranges for the menu for prior-show dinners and works with the ticket chair to notify catering.
8. Responsible for archival history of show (ie clippings, program copies, lists etc.)
9. **Assists the director in whatever capacity the director desires during the rehearsal process.**