

To Become a Teen Leader

- Must be 15 to 18 (Can be 14 at the time of the interview but must turn 15 during production, must be 18 at the interview can turn 19 during production this is for teen leaders only not for cast)
- Not all roles have to have a teen leader or an adult mentor for every role if there is no teen leader or adult mentor the adult director, adult assistant director or adult producer will do the role.
- Be involved all the time and be at all rehearsals and shows unless told differently
- Must have been in a past production anywhere (theater, dance, gymnastics, music, choir, band, etc.)
- Complete an interview with the team. (Teen directors may be chosen by the director without an interview but also need to be 15 to 18. If a director hasn't chosen a teen director without an interview, then teens can interview for it, but an adult director does not have to have a teen director if they can't find the right teen.)
- Have leadership skills and work well with others
- A teen leader can do more than one role and some roles will have more than one teen leader.
- A teen leader will be able to audition unless they are the Director, Tech, costumer, Stage Manager, Box office Manager, Green Room Manager, and Lobby Manager. If you are a teen leader it does not mean you are guaranteed a role in production.
- Sign the Teen Expectations and Agreement form
- Interviewing for a teen role is just like an audition. You are not guaranteed to be a teen leader but you can still audition for the production if we decide not to have you as a teen leader.
- When it comes to the department roles, teen leaders and Mentors need to work as a team. The mentors are there to teach you how to do your role.

Job Description

Director (Assistant director) (need 1 teen for each production doesn't have to have an Assistant director teen)

- Responsible for the general blocking, musicality, and direction of their production
- Is responsible for casting each of the roles (Directors need to agree with roles)

- In charge of all crew, cohort, and organization of the production, including schedules
- Supervises the actors, crew, and staff
- Organize production/crew meetings
- Puts together cast
- Helps put together teen leaders, crew, tech, makeup, and cohort teams, etc (Directors need to agree with all roles and teams)
- The director, assistant director, and producer will fill in roles that don't have an adult mentor or teen leader.
- Is responsible for cast gifts of the ones that are aging out with producer

Assistant director

- The Director's right hand "man"
- Will watch what the director does and learn from them
- Will help directors when they ask them too
- Learning how to do the director's job
- Any ideas need to go through both teen directors and adult mentor
- Take notes
- The director, assistant director, and producer will fill in roles that don't have an adult mentor or teen leader.

Music Director (need 1 Teen leader)

- Responsible for the musical aspects of the production
- Will lead the music warm-ups
- Will teach all of the musical pieces
- Will help with one-on-one music lessons as needed
- Help decide what music to use for Audition

Producer (needs 2 Teen leaders)

- Responsible for the financial documentation of the production
- Creates the advertisements (fliers, Radio newspaper, Facebook, etc.)
- Helps put the schedule together
- Puts together cast list with scene costume and character changes
- Put together phone, email, and Arranged Absences list
- ASSIST LOBBY Manager to Manage actor sign-in daily, attendance, shoe tubs as well as phone collection (if needed), and protection

- Does family emails and Facebook page notifications
- Other parent communications
- Assist with design and promotional materials for the show, walk the towns for displays
- Will work and communicate with the theater manager
- Help design shirts with the director's approval
- Help with the code of conduct
- The director, assistant director, and producer will fill in roles that don't have an adult mentor or teen leader.
- Help with recruiting tech, make-up, set/paint, etc. With the director
- Is responsible for cast gifts of the ones that are aging out with the director

Production Mediator (Need 1 Teen leader and 2 voted on by cast)

- Responsible for mitigating all behind-the-scenes conflicts and behavior issues as they arise
- Must be able to document these situations
- Should be an enthusiastic communicator
- Help present the code of conduct

Stage Manager (need 1-2 teen leaders)

- Manage all larger and small props and movable set pieces
- Order/ know all cues for scenes
- Make scenes and cue changes documents for onstage, backstage, and the crew
- Make sure the cast and crew are ready for their cues at all times during the show

Box Office Manager (needs 1 teen leader)

- Handles family night tickets
- Keeps track of what parents earned family night tickets
- Create handout cards to promote ticket sales (work with producer)
- Keep track of sales of tickets
- Learn to sell tickets, work with online sales manager
- Learn to count back money properly

Technical Crew (needs 1 teen leader)

- Gather, order, maintain sounds, cues, highlight cues in script, etc.
- Lights, program board, order cues, learn about settings.
- Learn spotlight
- Learn headsets
- Teaches and learns all tech jobs. Knows all the cues for spot, sound, and light. Be the backup if need be.

Green Room Manager (needs 1 teen leader)

- Organize costumes and give the cast a spot for costume in dressing areas (work with costumers)
- Maintain order in dressing rooms (work with costumers)
- Make sure there is no food in the green room unless we provide it
- During shows, help set up snacks and give them out.
- Keep it quiet in the green room
- Make sure there is no running or horse-playing
- Make sure the cast has paper, pencils, and crayons to draw with. (no markers or pens)
- Help with parent volunteers by making sure they are doing the job they signed up for. (work with the lobby)
- Make sure the cast and crew are not on their phones or video games during rehearsals and shows

Lobby Manager (needs 1 teen leader)

- Maintain order in lobby and front restrooms during rehearsals and shows (vacuum, mop, supplies, garbage)
- Manage actor and crew sign-in daily, attendance, shoe tubs as well as phone collection (if needed), and protection
- Assist with lobby decor, and cast party (get approval from director)
- Determine and organize lobby snack and drink offerings for show weekends
- Learn to count back money properly
- Set a parent volunteer schedule for practice and show days before audition day
- Make a snack schedule for intermission before the audition
- Help with parent volunteers by making sure they are doing the job they signed up for (work with greenroom)
- Learn the box office job also

- Help producers with any task they may need help

Costumer (need 1-2 teen leaders)

- Gather all potentially useful costumes from storage, assess, clean, and repair. Borrow pieces from other theaters if available.
- Manage the list of assigned costume pieces
- Learn simple backstage repair techniques
- Manage and supervise lessons on “how to put on your costume the right way”
- Maintain order in dressing rooms, and costume staging area and assign cast their costume spot (work with the green room manager)
- Supervise return of all costumes after shows end, including cleaning
- Get parents to help with the costumes (ask the lobby manager to help organize the parent sign-up)

Makeup (need 1 teen leader)

- Help design and learn all the makeup we need for the show
- Get the list of supplies needed for special characters
- Make a video for the cast to do their own makeup at home unless they are a special character
- Arrange purchase of makeup for special characters when makeup list is approved (will need credit card access for stage makeup online)
- Teach others how to do special character makeup

Hair

- Help design and learn all the hair we need for the show
- Help find wigs and learn how to put them on the cast
- Make a video for the cast to do their own hair at home (if needed)
- Teach others how to do hair if a cast is unable to do hair at home and also teach others how to help with wigs
- Arrange purchase of Wigs for special characters when wigs are approved (will need credit card access for stage wigs online)

Set Production (needs 1-2 teen leaders) (one for set building if the set builder wants one and one for painting)

- Backdrops and largest scenery
- Set painting/construction
- Furniture organization
- Coordinate all scene sets with directors, stage crew, and props crew
- Build large set pieces and props
- Help Recruit additional crew as needed from community/auditions- must be at least 13(production team needs to approve, (there will be a meeting to talk about who we can add to the team)

Choreography (needs 2 teen leaders)

- Create audition choreo and video.
- Create, teach, and organize all dance aspects of production.
- Work with costumers to make sure the costumes are dance-worthy
- Have cast stretch before each practice and show
- Get the director's approval of choreography
- Be ready for practice before the cast shows up

Program Design/Photographer (needs one teen leader)

- Interview all cast, crew, and staff members for the program
- Coordinate with the photographer to design what photos for the program needs
- Complete teen leader interviews for the program and Facebook
- Create the program
- Take all cast and crew photos at auditions
- Video auditions only if needed
- Take photos for the program
- Take the stage and backstage photo/video for Facebook page (Maybe for the DVD.
- Take a video of the choreography to put on Facebook

Props (needs 1 teen leader)

- Gather, and create all props
- Create a list of props by scene
- Coordinate storage of props as needed SL, SR, BS
- Maintain a list of borrowed props and scene materials for return after the show closes
- Have the cast help make props or Souvenirs(talk to people who are doing souvenirs for ideas)

Stage Etiquette (needs one teen leader)

- Teach actors about stage presence
- Teach backstage behavior for showtime
- Teach them how to use “quiet feet”
- Play games with them backstage or in the lobby when they are not occupied
- Help supervise the cast
- Have a small group game every rehearsal
- Be early to rehearsals with games ready for kids to play
- Have a game for Audition(something that will help us know their names and get them to talk)

Souvenirs-(needs one teen leader)

- Make Souvenirs to have in the lobby for donation money