

Central Alberta Theatre

Position Description

Construction Crew

The Construction Crew Member's Role

A construction crew member for CAT's Studio Theatre productions helps with the construction of the set as per the set design and under the leadership of the Head of Construction.

Reporting

The construction crew takes direction from the Head of Construction of each production and from the Production Manager or Vice President – Productions as appropriate and as detailed in this document. The Vice President – Facilities or the Technical Manager & Operations staff member may give direction regarding the use of the workshop (booking, tool usage, safety, etc).

Etiquette

Theatre volunteers commit to behavioral etiquette throughout their time with the production in order to show respect to the stage manager, the Production Manager, the play, the actors, the audience, and CAT:

Overall

- I shall look upon the production as a collective effort demanding my utmost cooperation. Hence, I will forgo the gratification of ego for the demands of the play
- I will **always** treat everyone who is a part of the production with respect and dignity (i.e. the actors, stage manager, director, production manager, Vice President – Productions, designers, technicians, etc.)
- I will not mistreat, direct or put unnecessary strain on my fellow volunteers because it can lead to miscommunication, hurt feelings, tension, broken trust and anxiety. I do not want this to happen
- I will not arrive for my volunteer work under the influence of any drugs or substances for this will automatically remove me from the production

During Tech Week

- I shall accept the Stage Manager's, the Production Manager's and the Vice President of Productions' direction in the spirit in which it is given for they see the production as a whole and my role as a portion thereof. The Production Manager and the Vice President of Productions have the authority to direct minor set design changes/alterations if there are safety issues.
- I will respect crew members/actors that are focusing on the needs of the production (i.e. avoid interrupting actors if they are rehearsing lines, stay out of the way of working crew members that are setting up furniture and/or props, etc.)

Pre-Production:

- Find out from the Construction Head the production schedule (the Production Manager will provide this to the Construction Head in July)
- Coordinate with the Head of Construction the in-stock CAT materials applicable for constructing the set.
- Procure the necessary material as directed by the Head of Construction. Unexpected costs need to be communicated to the Head of Construction before purchases
- Participate in the construction schedule set up by the Head of Construction based on the production schedule and crew availability (upcoming CAT productions will always take precedence, in their season order)
- Go over set design, safety issues, security and workshop etiquette with the Head of Construction, including working alone policy and procedures (see below)
- Coordinate and assist with building of set
- Keep the Head of Construction informed of any unexpected issues that will affect readiness, quality, functionality, etc.
- Take direction from Production Manager if there are safety issues that mean the set design must be altered during its construction

- Assist in assembling the set in the workshop for painting and advise Head of Construction when assembly is completed
- After painting is completed, assist in readying set pieces for move to dinner theatre venue
- At the start of tech week, assist in assembling set at the venue for finishing touches. Load-in of the set, the lights, the sound equipment, the main set decoration pieces and the putting up of the set, lights and sound equipment will be the priority as soon as the production has access to the performance space. The Production Manager is authorized to request minor changes to the set design if there are safety issues that become apparent at the venue.

During Production

- Immediately after set is up at the venue, assist with returning the workshop to its original state. This includes returning any tools, informing Head of Construction, Vice President – Facilities or Technical Manager & Operations staff of any missing or broken tools or materials, etc.
- Make repairs to set during the run of the production if requested by the Head of Construction, Production Manager, Stage Manager or Vice President - Productions

Post Production

- Immediately following the end of the final show of the production, assist with the striking of the set
- Remove hardware from the set flats prior to their storage (screws, nails, brackets, etc.)
- Return flats and other reusable set components to their proper storage areas

- Advise Head of Construction, Vice President – Facilities or Operations & Technical Manager of depleted supplies, missing or broken tools, etc.
- Participate in post-production evaluation process, set up by the Vice President of Productions as soon as possible after the show closes, for all production volunteers to contribute information/feedback on what production elements went well and what improvements could be made.
- After analysis of the post-production data gathered, the routine of subsequent shows will be adjusted if necessary by the Production Manager to incorporate any changes needed to optimize the volunteer experience and the presentation of CAT productions.

Working Alone

Everyone at CAT will strive to ensure that a volunteer doesn't work alone. If a volunteer must work alone they will take appropriate steps to ensure assistance is available if needed.

When performing a potentially hazardous task

Volunteers will ensure that when performing a potentially hazardous task (climbing a ladder, using any of the shop equipment, etc.) another staff or a volunteer is present. If it's not possible to have someone else present, the staff member will notify another staff member or volunteer in the facility when they begin the task, they will have a cellphone on their person during the commission of the task, and they will check in with the other staff member or volunteer when they've completed the task.

