

Production Team Responsibilities

Updated 11/21/25

PRODUCTION TEAM

BOARD MEMBER DISCLAIMER FOR ALL PRODUCTIONS:

Board members who have a child cast in a production or who are themselves participating in the cast will be excluded from all casting-related communications for that specific show. This measure ensures transparency, maintains the integrity of the casting process, and prevents any perception of undue influence. Such Board members will receive all other standard organizational communications but will not be included in audition deliberations, casting emails, or related correspondence for the production in which they or their child are involved.

PRODUCER

- Oversees the budget
- Will attend all production meetings
- Oversees and approves all aspects of the production
- Is the liaison between the Production Team and the Board of Directors
- The producer **MUST** consult the landlord on whether it is safe to have a performance during inclement weather

DIRECTOR OF OPERATIONS

- Is always a representative of the Academy Players of RI and shall respectfully conduct themselves while carrying out the Academy Mission.
- In charge of scheduling
- Rehearsal rooms, rehearsals, meetings, production meetings, and anything related to operations.
- Assist in creating production teams
- Meets with the directors and production teams regularly
- Help to continue to create a professional atmosphere for directors, teams, and cast.
- Assist in solving problems and issues as they arise
- Attend rehearsals regularly
- Be a constant liaison to the board

DIRECTOR

- Is always a representative of the Academy Players of RI and shall respectfully conduct themselves while carrying out the Academy Mission.
- Ensures the rehearsal room has been picked up and is tidy
- Oversees budgeting
- Breaking down the script analyzing, exploring content, and conducting relevant research
- Translates or interprets a script or musical score
- Organizes and holds auditions
- Meets with Artistic Director after auditions, before the cast lists are published
- Sends cast list to the board of directors for approval before the cast list is sent out
- Holds production meetings
- Organizes rehearsals including managing time, people, and space

- Communicates with all parties involved with actors, production team, and board of directors
- Prepares detailed notes for cast & production teams
- Provides a schedule of rehearsals
- Helps to publicize productions by giving interviews and working with marketing teams/marketing secretary
- Shows not sold well may be canceled
- Collaborating with the technical director, develop a lighting plot - no later than 4 weeks before the performance.
- Develop a costume plot - no later than 4 weeks before the performance.
- Develop a set plot - no later than 4 weeks before the performance.
- In collaboration with the technical director, design the sound plot - no later than 4 weeks before the performance (including all microphone needs)
- Ensures the building is free from damage during all rehearsals and performances (including paint damage and NO TAPE or PUSH PINS on/in walls) - IN ANY AREA OF THE CAC.
- Attends production meetings and rehearsals, as needed.
- Acknowledges that the upcoming show/performance is the priority show.

TECHNICAL DIRECTOR

- Is always a representative of the Academy Players of RI and shall respectfully conduct themselves while carrying out the Academy Mission.
- Operates and maintains the technical aspects of the theatre including light, sound, and the use and maintenance of stage facilities
- Determines necessary technical supports such as lighting, sound, staging, and special needs necessary for events and performances presented at the facility in advance of production dates with the director.
- Design, set up, maintain, and operate light and sound systems for the theatre. If TD cannot be present, works with and finds an assistant to cover all performances & tech rehearsals.
- Supervises and implements approved technical designs
- Monitors the condition of the equipment of lighting and sound and informs the Artistic director if there are any damage or repairs needed.
- Attends all technical rehearsals in order to supervise and assist in the technical aspect of mounting the show
- Attends production meetings and rehearsals, as needed

STAGE MANAGER

- Is always a representative of the Academy Players of RI and shall respectfully conduct themselves while carrying out the Academy Mission.
- Works side by side with director recording choreography & blocking
- Records rehearsal progress and reports out to Chelsea or Raechel after each rehearsal (see report below)
- Records all blocking, lighting, sound, and set change cues in a prompt book.
- Along with the rehearsal administrator, maintains the discipline of rehearsals

- Provides paperwork/schedules for auditions (all paperwork should be acquired from the Artistic Director)
- Communicates the director's wishes to designers and craftspeople along with the director
- Coordinates the on-stage and backstage crews
- Communicate rehearsal times with all involved with the production
- Spikes the set
- Ensures props and furnishings are available for the actors
- Must attend all rehearsals and performances
- Ensures every aspect of the production runs as the director intended until the production closes
- Consults with the producer for show program production
- Attends production meetings and rehearsals, as needed
- Ensures the rehearsal room has been picked up and is tidy
- **Ensures the fuse box is ONLY touched by SM or TD.**
- DAILY REHEARSALS AND PERFORMANCES:
 - Ensures AC is turned off/heat is turned down to 58
 - Ensures all equipment is turned off
 - Ensures that all doors are locked and the building is secured when leaving

REHEARSAL ADMINISTRATOR

- Is always a representative of the Academy Players of RI and shall respectfully conduct themselves while carrying out the Academy Mission.
- The Actor must immediately inform the rehearsal administrator if there is a problem with any AP-owned equipment being used.
- Questions/concerns/issues should be directed to the rehearsal administrator.
- Anyone harassed or discriminated against should report the incident to the rehearsal administrator immediately.
- If any cast or crew member is concerned about whether the Code of Ethics and conduct was violated, they must contact the rehearsal administrator immediately.
- Attends all rehearsals
- Along with the stage manager, maintains the discipline of rehearsals
- Is always a representative of the Academy Players of RI and shall conduct themselves in a respectful manner while carrying out the Academy Mission.
- Is a liaison to the production team and the Board of Directors

CHOREOGRAPHER

- Is always a representative of the Academy Players of RI and shall respectfully conduct themselves while carrying out the Academy Mission.
- Choreographs design and direct the dance or stylized movement in musical productions
- Works closely with the director and musical director
- Attends production meetings and rehearsals, as needed
- Choreography must be completed & rehearsed before tech week

MUSICAL DIRECTOR

- Is always a representative of the Academy Players of RI and shall respectfully conduct themselves while carrying out the Academy Mission.
- Is responsible for hiring/booking musicians for the shows.
- Is present at auditions
- Schedules music rehearsals
- Leads music rehearsals (including teaching the cast their music)
- Serves as conductor (when needed)
- In consultation with the producer and director, select a rehearsal pianist
- In consultation with the producer and director, hires the orchestra members
- Attends production meetings and rehearsals, as needed
- Collaborates with the director to make changes to enhance the performances

MARKETING TEAM:

- Is always a representative of the Academy Players of RI and shall respectfully conduct themselves while carrying out the Academy Mission.
- Develop and implement promotional strategies for each production, including print, digital, and community-based outreach.
- Manage the theater's social media presence, ensuring regular, engaging content that reflects the organization's mission and current season.
- Create or coordinate the design of posters, programs, flyers, and other promotional materials.
- Collaborate with the production team to gather cast photos, rehearsal updates, and behind-the-scenes content for marketing use.
- Maintain relationships with local media outlets, community organizations, schools, and businesses to promote upcoming shows and events.
- Oversee press releases, show announcements, and timely dissemination of performance information.
- Support ticket sales through campaigns, audience-building initiatives, and community engagement efforts.
- Ensure brand consistency in all communications and materials.
- Track basic metrics (e.g., social media engagement, flyer distribution points, ad reach) to help evaluate the effectiveness of marketing efforts.
- Coordinate with the Board and/or Production Team to ensure marketing aligns with organizational goals and available resources.

ADMINISTRATOR (for junior productions)

- Is always representatives of the Academy Players of RI and shall respectfully conduct themselves while carrying out the Academy Mission.
- Handles all parent communication & paperwork
- Is a liaison to the production team and the Board of Directors

The Academy Players of RI Board of Directors has the final say on any decision - including casting a show.

Show Title

Rehearsal Report

Report #

Date:

Timeline:

- At 6:07 pm x came in late (excused).
- At 6:08 pm the Stage Manager explained stage markers
- At 6:34 pm we ran the show.
- At 7:52 pm we ended the show and took a break.
- At 8:32 pm we were all dismissed.

Those absent:

-

Next Rehearsal:

-

Scenery:

- No notes today, thank you!

Props:

- No notes today, thank you!

Lighting:

- The farthest we have the lead performing is the 1st row of the audience.

Costumes/ Makeup:

- No notes today, thank you!

Sound:

- No notes today, thank you!

Music:

- No notes today, thank you!

Choreography:

- No notes today, thank you!

SM/Director:

- No notes today, thank you!

Technical Director:

- No notes today, thank you!

Performance Report #6

Production title:

Date:

House Open:

Curtain:

Show:

Size of House:

Audience Reaction:

ACADEMY PLAYERS OF RHODE ISLAND

SOCIAL MEDIA AND SOCIAL NETWORKING CODE OF CONDUCT

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Nearly everyone is aware of Facebook, Twitter, LinkedIn, YouTube, Snapchat, and other Social Media/Social Networking websites that allow users to mass broadcast (and receive) information from stationary computers or mobile devices. The rapid and continuing worldwide growth of social media is unprecedented. These technologies are extremely powerful, permit users to communicate with the entire world with just a few keystrokes, and have many benefits. Social Media/Social Networking technologies have changed the way that some people communicate. Users interact faster, and frequently in a manner much more casual than before. This means of immediate communication permits users to respond quickly to a broad audience and sometimes when in an emotional state or when not enough thought has been given to the situation or a response. It is easy to forget that these communications are the written word. By virtue of users “re-tweeting,” updating their status, printing documents, backup tapes, screenshots, etc., almost any posting can be permanently visible.

OBJECTIVE & SCOPE

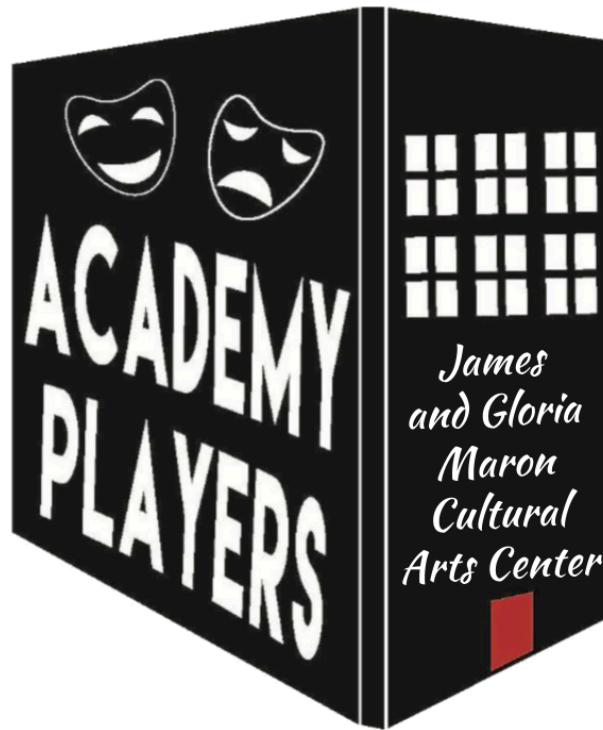
The Academy Players of Rhode Island view the use of Social Media and Social Networking positively. However, information posted on Social Media and Social Networking websites can reflect negatively on you and the Academy Players of Rhode Island, especially if such information is false, offensive or embarrassing. These adverse effects may be significant, as what is published can be taken out of context, is available to a broad audience, and may remain public permanently. Posted information may also compromise the Academy Players of Rhode Island's mission and goals. The Academy Players of Rhode Island fully respects the legal rights of its members. However, this policy will provide guidance for the appropriate use of these technologies.

POLICY

The same principles and guidelines that apply to a member's Code of Conduct apply to online and social networking activities. Public online communications concerning or referring to the Academy Players of Rhode Island or its members shall not violate the Code of Conduct. When engaged in Social Media and Social Networking, members of the Academy Players of Rhode Island should use good judgment. The Academy Players of Rhode Island corporation has spent substantial time and resources building its reputation and goodwill. Members may harm the Academy Players' reputation by their comments, posts, and uploads. Before engaging in any Social Media or Social Networking activities, please consider whether your actions will adversely affect the Academy Players of Rhode Island. Profanity, vulgar or demeaning jokes, harassment, or inappropriate activities with respect to the Academy Players or members are **prohibited**. Every member can assist in protecting the goodwill of the Academy Players, and its reputation. If you see Social Media or Social Networking content that disparages or reflects poorly on the Academy Players, please notify the CEO and/or Board of Directors. Members are discouraged from discussing internal Academy Players matters or disputes in Social Media or Social Networking contexts. Members shall not post harassing or threatening comments, nor engage in bullying via Social Media or Social Networking activities.

VIOLATIONS

Any member who violates this policy or the Code of Conduct will be subject to disciplinary action, up to and including expulsion from the organization.



ACADEMY PLAYERS OF RHODE ISLAND SOCIAL MEDIA AND SOCIAL NETWORKING CODE OF CONDUCT

Please sign below, indicating that you have read and understood the policy contained in the Academy Players of RI Code of Conduct. Return the signed portion to the President of Academy Players.

If you are under 18 years of age, you must have a parent/guardian sign as well.

Thank you for your cooperation in this matter.

Academy Players Member: _____
(print name)

Academy Players Member: _____
(signature)

Parent/Guardian Signature (if a minor): _____

Academy Players of RI Fraternization Policy

1. Company employees may date and develop friendships and relationships with either employees inside and outside of the workplace- as long as the relationships don't have a negative impact on their work or the work of others.
2. Any relationship that interferes with the culture, the work environment, or productivity, will be addressed immediately up to and including dismissal.
3. Behavior that affects production due to personal relationships will not be tolerated.
4. Anyone in a perceived or genuine leadership role (director, stage manager, choreographer, etc.) role needs to heed the fact that personal relationships with cast members, crew, volunteers, etc. may be perceived as favoritism, misuse of authority, or potentially, sexual harassment and consequently, they are unacceptable.
 - a. The fraternization that is prohibited by this policy includes dating, romantic involvement, and sexual relations.
5. Individuals who disregard this policy will receive disciplinary actions up to and including dismissal.

Academy Players of RI - Code of Ethics and Conduct

Statement of Our Core Values

Values - Academy Players of RI actively encourage volunteers, actors, lecturers, workshops, speakers, musicians, and fundraisers who identify as LGBTQIA+, people of color, people with disabilities, non-binary, genderqueer, genderfluid & pansexual.

Furthermore, Academy Players of RI has a no-tolerance policy for any type of inappropriate behavior, and, as such, will not work with any actor or crew member who violates these policies.

Mission - The mission of the Academy Players of RI is to foster and encourage the development of, and commitment to, the highest standards of community theatres including excellence in production, management, governance, community relations, and services all while contributing to the Rhode Island community through raising funds and awareness for different charitable organizations.

Build Trust and Credibility - The success of our theater is dependent on the trust and confidence we earn from our volunteers, actors, lecturers, workshops, speakers, musicians, and fundraisers. We gain credibility by adhering to our commitments, displaying honesty and integrity, and reaching our goals solely through honorable conduct. It is easy to say what we must do, but the proof is in our *actions*. Ultimately, we will be judged on what we do.

Respect for the Individual - We all deserve to work and learn in an environment where we are treated with dignity and respect. Academy Players is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our success. We cannot afford to let anyone's talents go to waste.

Academy Players of RI is committed to providing an environment that is free of discrimination of all types from abusive, offensive, or harassing behavior. Anyone who feels harassed or discriminated against should report the incident to their stage manager, director, or board member immediately.

All individuals associated with Academy Players of RI are also expected to support an inclusive environment by adhering to the following conduct standards:

- Treat others with dignity and respect at all times.
- Address and report inappropriate behavior and comments that are discriminatory, harassing, abusive, offensive, or unwelcome.
- Avoid slang or idioms that might not translate across cultures or may be offensive to some individuals.
- Confront the decisions or behaviors of others that are based on conscious or unconscious biases.
- Be open-minded and listen when given constructive feedback regarding others' perceptions of your conduct.

Academy Players of RI will not tolerate discrimination, harassment, or any behavior or language that is abusive, offensive, or unwelcome.

Create a Culture of Open and Honest Communication - Academy Players of RI promotes an open and supportive environment where everyone feels comfortable sharing ideas, experiences, questions, and concerns.

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Academy Players will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred and will take appropriate action. We will not tolerate retaliation against individuals who raise genuine concerns in good faith.

Lead by example - Representatives of Academy Players (directors, stage managers, choreographers, crew, actors, etc.) have the added responsibility for demonstrating, through their actions, the importance of this Code. In any business, ethical behavior does not simply happen; it is the product of clear and direct communication of behavioral expectations, modeled from the top and demonstrated by example. Again, ultimately, our actions are what matters.

To make our Code work, everyone must be responsible for promptly addressing ethical questions or concerns raised by taking the appropriate steps to deal with such issues.

Behaviors to avoid

- Dismissive & disrespectful behaviors
 - Interrupting or talking over others in discussions is dismissive and just plain rude.
 - If we disagree with one another's decisions, we are committed to discussing it with each other directly.
 - Making assumptions about the gender, sexuality, race, or religion of colleagues is disrespectful.
 - Shaming or public outbursts are threatening and have absolutely no place at Academy players.
- Inappropriate language
 - Use people's proper names and avoid the use of girls, boys, gals, babes, sweeties, or honeys.
 - Individuals should not be subject to a judgmental gaze or commentary on clothing, bodies, sexiness, racial attributes, weight, prettiness, or personality characteristics.
 - Individuals should not engage in flirtatious behavior.
- Inappropriate physical contact
 - If in doubt, don't do it. If someone pulls away or asks you to stop it – STOP IT.

Accountability

At times, we are all faced with decisions we would rather not have to make and issues we would prefer to avoid. Sometimes, we hope that if we avoid confronting a problem, it will simply go away. At Academy Players, we must have the courage to tackle tough decisions and make difficult choices, secure in the knowledge that we are committed to doing the right thing.

Although this document cannot address every issue or provide answers to every dilemma, it can define the spirit in which we intend to do business and should guide us in our daily conduct.

Each of us is responsible for knowing and adhering to the values and standards outlined in this Code and for raising questions if we are uncertain about policy. If we are concerned about whether the standards are being met or are aware of violations of the Code, we must contact the stage manager, director, or a board member immediately.

Academy Players take seriously the standards outlined in the Code, and violations are cause for disciplinary action up to and including dismissal.