

Tab 1

idle muse

theatre company

Transporting. Timely. True.

Idle Muse Theatre Company Role-Specific Responsibilities

At Idle Muse Theatre Company, each production reflects the collaborative effort of a dedicated team. These role descriptions provide guidance on typical responsibilities for each position. However, they are not exhaustive, and specific duties may vary depending on the production's needs.

Not all roles will be filled for every production. When a role is unassigned, related disciplines will collaborate to ensure responsibilities are covered. This flexibility allows us to adapt to the unique needs of each production while upholding our commitment to creating a safe, inclusive, and collaborative environment where every contributor feels supported and valued.

Together, we create work that is **Transporting, Timely, and True.**

- **Actor**

- **Bring Characters to Life:** Rehearse and perform your assigned roles with professionalism and dedication, contributing to the creative vision of the production.
- **Engage in Collaboration:** Work constructively with the Director, fellow cast members, and the production team to execute a cohesive interpretation of the script.
- **Adapt to the Process:** Incorporate notes and adjustments given by the Director or an appropriate member of the direction team to refine your performance.
- **Support the Production:** Handle costumes and props responsibly, notifying the Stage Manager of any concerns.
- **Uphold Health, Safety, and Well-Being Standards:** Follow all health and safety protocols, especially related to illness, and during scenes involving movement, violence, intimacy, or special effects.

- **Director**

- **Artistic Leadership:** Lead the production's creative vision, and steer the production by making final decisions around design, acting and staging,

while ensuring alignment with Idle Muse’s mission to produce thought-provoking, relevant theatre.

- **Casting:** Select performers for all roles and understudies, in partnership with the Artistic Director.
- **Collaborative Planning:** Work closely with designers, actors, and the production team to develop designs and interpretations that are cohesive and aligned with the creative vision.
- **Rehearsal Management:** Lead rehearsals, providing clear direction and fostering an inclusive environment where all participants feel valued and heard.
- **Scheduling:** Create and maintain a rehearsal schedule, including table work, scene work, runs, and understudy rehearsals ensuring clarity and accessibility for all team members.
- **Integration of Elements:** Collaborate with the Stage Manager, Technical Director, Production Manager, and designers to seamlessly incorporate technical aspects into the performance.
- **Assistant Director**
 - **Support to Director:** Assist the Director in rehearsals by taking notes, offering creative input, and facilitating communication among the team, as needed.
 - **Scene Work Facilitation:** Lead or assist with specific scenes or character work as delegated by the Director.
 - **Rehearsal Support:** Support the Director by leading or assisting in specific understudy rehearsals. Step in to lead rehearsals in the Director’s absence, ensuring continuity in the creative process.
 - **Creative Consistency:** Provide feedback and guidance to understudies to ensure their work aligns with the Director’s vision.
 - **Collaboration:** Coordinate with the Stage Manager to ensure understudy notes and adjustments are accurately recorded.
- **Stage Manager (SM)**
 - **Safety Oversight:** Monitor backstage and rehearsal safety, including the clear marking of exits and pathways and ensuring trip hazards are removed.
 - **Emergency Preparedness:** Work with Health and Safety officer to ensure emergency contacts and first aid kits are accessible at all times. Conduct pre-performance safety checks of the set, props, and equipment.
 - **Incident Reporting:** Report any accidents or safety concerns promptly to leadership or the Health and Safety Officer(s).
 - **Communication:** Distribute daily calls, rehearsal reports, and production reports to support cast and production team

- **Facilitation:** Lead or assist in running understudy rehearsals as needed, providing blocking notes, scene details, and access to props and costume pieces.
- **Logistical Support:** Collaborate with the Director to ensure rehearsals and understudy rehearsals are scheduled efficiently and effectively.
- **Rehearsal**
 - **Documentation:** Maintain detailed records of blocking, cues, and technical notes.
 - **Rehearsal Oversight:** Ensure rehearsals run smoothly, starting on time, breaks are provided, and that all necessary materials and props are prepared.
- **Production**
 - **Performance Management:** Call cues during performances, coordinating technical elements to ensure a seamless production.
- **Associate Stage Manager (ASM)**
 - **Backstage Coordination:** Oversee backstage operations during performances, managing scene changes, prop placements, and actor entrances/exits.
 - **Rehearsal Assistance:** Support the Stage Manager during rehearsals by tracking props, assisting with line notes, and setting up the space.
 - **Communication Support:** Facilitate clear communication between the Stage Manager, cast, and crew to ensure alignment and efficiency.
- **Assistant Stage Manager (ASM)**
 - **Rehearsal Support:** Assist with the setup and breakdown of rehearsal spaces, ensuring all necessary materials are available.
 - **Prop and Set Management:** Help track props and set pieces, ensuring they are correctly placed and maintained throughout the production.
 - **Performance Duties:** Support backstage operations during performances, including managing quick changes and assisting actors as needed.
- **Violence Designer**
 - **Choreography of Stage Combat:** Design and teach all staged violence, ensuring it aligns with the Director's vision and maintains actor safety.
 - **Consent and Safety:** Work with performers to establish consent and understand physical limitations, creating a safe environment for all.
 - **Ongoing Support:** Be available throughout the production for put-in and understudy rehearsals as needed and to address any concerns related to staged violence.
 - **Coordination with Team:** Collaborate with the Costume Designer and Stage Manager to plan for rehearsal pieces and safety measures.

- **Intimacy Director**
 - **Choreography of Intimate Scenes:** Design and guide all moments of intimacy, ensuring they are performed safely and consensually.
 - **Establishing Boundaries:** Facilitate discussions with performers to set clear boundaries and ensure comfort during intimate scenes.
 - **Ongoing Availability:** Provide support throughout the production process, including put-in and understudy rehearsals as needed, and addressing emergent concerns.
 - **Scheduling Coordination:** Work with the Director and Stage Manager to schedule rehearsals for intimate scenes, ensuring clear communication.

- **Music Director**
 - **Instruction:** Teach music to the cast, focusing on vocal techniques, harmonies, and expression to enhance storytelling.
 - **Research and Expertise:** Research musical elements related to the production, including historical accuracy and stylistic context.
 - **Support:** Provide context and resources for the cast and creative team to deepen their understanding of the music's role in the production.
 - **Rehearsal Coordination:** Schedule and lead music-specific rehearsals, collaborating with the Stage Manager and Director to integrate these sessions into the overall schedule.
 - **Ongoing Availability:** Provide support throughout the production process, including put-in and understudy rehearsals as needed, and addressing emergent concerns.
 - **Collaboration:** Work with the Sound Designer to balance live and recorded musical elements, ensuring cohesion within the production's soundscape.

- **Technical Director (TD)**
 - **Technical Planning:** Oversee all technical aspects of the production, ensuring designs are feasible and safely executable within the venue's constraints.
 - **Set Construction Oversight:** Source materials and lead the construction of the set, adhering to the Scenic Designer's plans.
 - **Material Sourcing:** Work with Master Carpenter to acquire necessary materials for set construction, adhering to budgetary guidelines and collaborating with designers to meet artistic goals.
 - **Crew Management:** Lead and mentor a volunteer crew, ensuring safe and efficient execution of technical elements through load-in, build, and strike.
 - **Set Safety:** Inspect all scenic elements for structural safety before performances. Ensure all tools and equipment are used and stored properly during the build, tech, and strike.

- **Technical Coordination:** Assist designers with the installation and integration of their designs, ensuring all technical elements function seamlessly together.
- **Production Logistics:** Plan and oversee build, load-in, strike, and load-out activities, ensuring adherence to schedules and safety protocols.
- **Master Carpenter**
 - **Set Construction Leadership:** Lead the hands-on building of scenic elements, following the Technical Director's guidance and Scenic Designer's plans.
 - **Material Sourcing:** Work with Technical Director to acquire necessary materials for set construction, adhering to budgetary guidelines and collaborating with designers to meet artistic goals.
 - **Volunteer Supervision:** Oversee and assist volunteer carpenters, providing guidance to ensure quality and safety.
 - **Maintenance:** Ensure all set pieces are maintained throughout the production run, addressing any repairs promptly.
- **Sound Designer**
 - **Soundscape Creation:** Develop and implement the soundscape, including effects, ambiance, and music to enhance the production's narrative.
 - **Production Music:** Source or compose music as needed.
 - **Technical Integration:** Oversee the setup and operation of sound equipment during rehearsals and performances.
 - **Collaboration:** Work with the Music Director to balance live and recorded musical elements, ensuring cohesion within the production's soundscape.
 - **Cue Integration:** Program and refine sound cues, in collaboration with Lighting & Projection Designer and Stage Manager, to ensure clear, cohesive execution.
- **Lighting Designer**
 - **Design Development:** Create lighting design that supports the production's mood and aesthetic.
 - **Technical Planning:** Produce lighting plots, and cue sheets, coordinating with the Technical Director for implementation.
 - **Technical Integration:** Oversee the focus and programming of lights during tech.
 - **Cue Integration:** Program and refine projection cues, in collaboration with Projection Designer, Sound Designer, and Stage Manager, to ensure clear, cohesive execution.

- **Projection Designer**
 - **Design Development:** Create and projection design that supports the production's mood and aesthetic.
 - **Technical Planning:** Produce projection layouts, and cue sheets, coordinating with the Technical Director for implementation.
 - **Technical Integration:** Oversee the focus and programming of projections during tech.
 - **Cue Integration:** Program and refine projection cues, in collaboration with Lighting Designer, Sound Designer, and Stage Manager, to ensure clear, cohesive execution.
- **Master Electrician**
 - **Technical Execution:** Execute lighting plots, and cue sheets, coordinating with the Lighting Designer and Technical Director for implementation.
 - **Technical Integration:** Lead the focus and programming of lights during tech, in collaboration with the Lighting Designer and Technical Director.
- **Dialect Coach**
 - **Dialect Design:** Identify and research the dialect needs for the production based on the script and characters.
 - **Actor Support:** Teach required dialects to the cast and provide individualized coaching to ensure clarity and consistency.
 - **Documentation:** Provide recordings, reference materials, and exercises for actors to practice outside of rehearsal.
 - **Ongoing Support:** Attend rehearsals to assist with dialect integration and be available for brush-up sessions during the production.
- **Style Coach**
 - **Research and Guidance:** Collaborate with the Director to define the stylistic world of the production, including period-specific movement, posture, and physicality.
 - **Actor Support:** Work with the cast to develop character-appropriate movements and gestures that align with the production's aesthetic.
 - **Integration:** Attend rehearsals to provide feedback and refine physical elements in collaboration with the creative team.
- **Dramaturg**
 - **Research and Context:** Provide historical, cultural, and thematic research to inform the creative team and cast.
 - **Script Analysis:** Collaborate with the Director and Playwright (if applicable) to analyze and refine the script.
 - **Communication:** Offer insights during rehearsals to deepen understanding and support storytelling choices.

- **Educational Support:** Create program notes or audience guides if requested, to enhance the audience's experience.
- **Playwright**
 - **Script Development:** Provide the creative team with the final script and updates as needed.
 - **Collaboration:** Participate in discussions with the Director and Dramaturg to refine the text, as applicable.
 - **Support:** Be available during rehearsals to address questions or make adjustments based on discoveries in the process.
- **Costume Designer**
 - **Design and Execution:** Design costumes that align with the Director's vision and meet the practical needs of the cast.
 - **Fittings and Alterations:** Arrange and conduct measurements and fittings, making necessary alterations.
 - **Collaboration:** Coordinate with the Director and Stage Manager to integrate costume elements into the rehearsal and performance schedule.
 - **Maintenance:** Provide care instructions and oversee repairs or replacements as needed throughout the run.
- **Assistant Costume Designer**
 - **Support:** Assist the Costume Designer with sourcing, fittings, and alterations.
 - **Organization:** Maintain the costume inventory, ensuring all items are accounted for and properly labeled.
 - **Collaboration:** Help facilitate costume needs during tech rehearsals and performances.
- **Makeup Designer**
 - **Design and Training:** Design makeup looks for the production and provide actors with training and materials as needed for application.
 - **Documentation:** Create makeup charts and instructions for actors to reference during the run.
 - **Support:** Be available during tech rehearsals and previews to refine makeup looks and address any challenges.
- **Wig Designer**
 - **Design and Preparation:** Design, style, and prepare hairstyles and wigs for the production, ensuring they meet character and performance needs.
 - **Actor Support:** Teach actors how to properly style their own hair and to wear, maintain, and store wigs.
 - **Maintenance:** Oversee wig repairs and adjustments throughout the run.

- **Scenic Designer**
 - **Design and Planning:** Create scenic designs that support the Director's vision and align with the production's aesthetic. Provide plans, models, or renderings to the Technical Director and crew.
 - **Collaboration:** Work with the Technical Director to address construction challenges and ensure the design is safely realized.
 - **Support:** Attend production meetings and rehearsals to ensure the scenic elements integrate smoothly.
- **Props Designer**
 - **Design and Procurement:** Source, build, or adapt props that meet the production's practical and artistic needs.
 - **Actor Support:** Provide instructions or training on the use and care of props during rehearsals and performances.
 - **Maintenance:** Provide care instructions and oversee repairs or replacements as needed throughout the run.
- **Health and Safety Officer**
 - **Monitoring and Support:** Oversee the rehearsal and performance environment to ensure compliance with health and safety protocols.
 - **Guidance:** Provide clear guidance to the cast and crew on best practices for safety and wellness.
 - **Emergency Preparedness:** Ensure emergency contacts and first aid kits are accessible at all times. Work with Stage Manager to ensure pre-performance safety checks of the set, props, and equipment are conducted.
 - **Response:** Address health and safety concerns promptly and confidentially.
- **Scenic Painter**
 - **Execution:** Paint scenic elements according to the Scenic Designer's specifications, ensuring consistency and quality.
 - **Safety:** Use appropriate materials and techniques, adhering to safety guidelines for paints and tools.
 - **Volunteer Supervision:** Oversee and assist volunteer painters, providing guidance to ensure quality and safety.
 - **Maintenance:** Touch up and repair painted elements as needed during the production run.
- **Production Manager**
 - **Project Oversight:** Coordinate all aspects of the production process, ensuring that timelines, budgets, and resources align with the artistic and technical needs of the production.

- **Budget Management:** Develop and monitor the production budget in collaboration with the Treasurer, Technical Director, and designers, ensuring responsible use of company resources.
- **Team Coordination:** Act as the central point of communication for all production departments, facilitating collaboration between creative teams, designers, and crew.
- **Scheduling:** Create and maintain a production calendar, including design deadlines, build schedules, and tech rehearsals, ensuring clarity and accessibility for all team members.
- **Problem Solving:** Address logistical and operational challenges as they arise, proactively finding solutions to support a smooth production process.
- **Support to Stage Management:** Provide resources and logistical support to the Stage Manager to ensure rehearsals and performances run smoothly.
- **Strike and Wrap-Up:** Coordinate and oversee strike and load-out activities, ensuring proper storage or disposal of materials and the return of borrowed or rented items.