

Historian/Photography Team

(Requires a high quality camera)

Capturing

1. Meet with the director and EAD to understand the vision of the show and try to capture it accordingly.
2. Take multiple shots of every person in all stages of rehearsal and production. Be sure to get photos of every actor and from various angles. Make sure to get photos of **each** cast member in full hair and makeup and try to capture action shots, close-ups, facial expressions, twirls, lifts, jumps, emotions, etc.
3. Get photos of crew and volunteers as well.
4. Be present to take photos during at least one rehearsal a week, for at least 1 hour of rehearsal.
5. Be present at at least one dress rehearsal for each cast for the entirety of the show.
6. Get photos of the entire cast and crew together on stage in full hair, makeup, and costumes.
7. Take at least 50 photos at rehearsals, and 200 for each dress rehearsal.
8. Ensure that each costume is photographed on a cast member

Editing

1. Choose from photos for clarity, action, artistry, variety, etc.
2. Edit each chosen photo for cropping, light, acne touch ups, etc.

Sharing

1. Post photos to SmugMug account within 4 days of taking them.
2. Dress rehearsal photos must be posted within 48 hours.
3. Send link to Show Coordinator as soon as they're uploaded.
4. Share link on show Facebook page if applicable.

Head Shots

1. Be present to take headshots of each actor within the first week of rehearsals.
2. Set up lighting, backdrop, seating, and camera in advance of picture time.
3. Take at least 3 shots of each actor.
4. Make sure they do not have hair in front of their face, glasses are removed or don't have a glare, and expressions are happy, relaxed, and natural. No jewelry.
5. Be aware of flyaway hairs, collars, debris in teeth, etc. Use hairspray if needed.
6. Photos should be in black and white.
7. Edit photos if needed, and send to the Programs lead, Show Coordinator, and Marketing crew to be used in the Playbill and promotional materials.
8. Headshots should be edited and sent within 1 week of taking them.

(To be posted on the website:)

The Photography Team documents history and memories with the click of a shutter. This team can perfectly capture the personality of the actors and the vision of the show. This is a good team for those who have a high-quality camera (a must), enjoy being amongst the actors, have a bad joke or two up their sleeve, and love taking photos. Click here for more information.

Photography Team Responsibilities

- Meet with Artistic Team to understand characters and Director's vision for the actors.
- Develop a hair and makeup plan for each cast role. Practice specialty makeup and get Director's approval.
- Communicate makeup and hair assignments to parents. Include tutorials and links when necessary.
- Teach stage makeup at parent meeting. Most actors need to come to the show with makeup already applied.
- Style necessary wigs beforehand. Fix wigs between shows or when needed.
- Help actors put on, take off, and change wigs.
- Apply specialty makeup on actors during dress rehearsal week and show week.
- Ensure makeup, wigs, and hair supplies are taken care of.
- Clean hair and makeup station each night. Reset wigs.

Directors of this team work closely with the Executive Artistic Director and Show Director to organize and facilitate volunteer work through the Leads. Leads of this team build and lead a team to accomplish the above tasks. Both roles will require more than the mandatory 20 volunteer hours. Consequently, Directors and Leads will receive:

- **An automatic Perks Points Package**
- **A show poster for each show under your direction (2-3 per season)**
- **An invitation to the Director's Lunch**
- **Extra recognition**

We require commitment to the whole season *per level*. That means that you will be in charge of either Elevate, Main Stage, or Main Stage Plus productions. You do not need to have children in the productions to serve in this capacity. Click [here](#) if you're interested in being a Director or Lead for this team.

