

## **Run Crew**

As a member of the Run Crew for a production, you will be a crucial and integral part of the production team during tech and performance. This sheet is intended to help you understand the typical duties of the position—it is not intended to be comprehensive, and the Technical Director or Director of Production may have other specific assignments for you.

Members of the Run Crew help the Assistant Stage Manager to set up the stage before technical rehearsals (“tech”) and performances, and to prepare and track props and execute scene shifts during techs and performances.

Duties specific to the Run Crew include:

- Arriving on time for each tech and performance call and signing in on arrival
- Preparing the stage for rehearsal or performance, including sweeping and/or mopping as needed
- Preparing any special or consumable props before tech or performance
- Placing (“pre-setting”) or checking the preset locations of all props and set pieces before each tech or performance
- Tracking props during tech or performance, making sure they are in position as needed by actors, and maintaining the prop table
- Executing cues during tech and performance, e.g. cueing actors, changing scenery or props onstage, and/or taking fly rail cues
- Cleaning up onstage or backstage as needed after tech or performance
- Participating in brief post-tech meetings
- During strike, performing tasks as assigned

The Run Crew should dress in black clothes suitable to active work, including black shoes.

Run Crew members will be equipped with a wireless headset during techs and performances; please review the “Headset Etiquette” sheet.

You may bring homework or reading material for tech, as there may be significant stretches of downtime. Laptops will be permitted backstage during Friday and Saturday techs as long as they don't interfere with the operation of the show or the changeover.

Run Crew members report to the Director of Production and are registered under THTR UN2424 Practicum Wardrobe & Run Crew.

Each Production Practicum is a graded course. Students are evaluated at the end of the semester by the staff and faculty, who consider the student’s promptness, preparedness for work, execution, initiative, and follow-through. Lateness to any rehearsal or work call has the potential to impact the final grade.