

PRODUCTION CO-ORDINATOR FOR KINGS LANGLEY PLAYERS

THE PRODUCTION CO-ORDINATOR – “THE CENTRAL LINK”

General

Work with the Director to co-ordinate with all heads of departments and liaise between the production and the Board.

Check that the Director has appointed other key members of the team – i.e. Set Designer, Lighting Designer, Set Director, Costume Designer. Consult with the Director to co-ordinate preliminary meeting i.e. staging with all the above personnel as soon as possible.

To inform the Board of any special set, props or costume requirements.

To assist the Director in preparing the schedules i.e. rehearsal, set building etc.

Make sure there is a Prompt, FOH Manager and liaise with the Director with regard to when they are needed and that the FOH Manager understands the duties.

Liaise with the Set Designer and Set Director to ensure there is a team of people to build the set.

Liaise with the Stage Manager to ensure they have a Props person and enough backstage crew.

Liaise with the Lighting / Sound Designer(s) to ensure that there are Lighting and Sound Operators.

Ensure you have contact details for all cast and technical crew.

You don't need to go to all rehearsals but frequent telephone conversations with those concerned are essential!

Progress

Make sure the Director is equally involved with all aspects of the production and is fully aware of how every element is progressing and of any stumbling blocks. See that the Director and Set Designer regularly attend the Studio on Sundays so that the set is built as envisaged and the Director fully understands the set that is being created (and doesn't under use or ignore any component). This also ensures that the Studio team are not left without feedback.

Sundays are also a good time to check on the progress of the costumes.

You might need to attend a Board Meeting to discuss the progress of the production.

Programme

Liaise between the Publicity Officer and Director at least three weeks before performance dates to ensure programme content is available i.e. cast lists etc.

Photographs

You will need to find a show photographer and liaise with the Director to ensure photographs are taken at an appropriate point i.e. the cast in costumes, makeup and the set complete! It is recommended that the photographer attends a couple of rehearsals to familiarise themselves with the play and where the actors move to on stage.

Refreshments

Liaise with the Director and Stage Manager and find people to provide refreshments for Technical Sunday in the Community Centre.

Script & Refreshment Money – Make sure that the Stage Manager collects this from **all** the cast. Find out how much scripts are from the Treasurer; all on the production team have free copies.

Opening and Closing the Community Centre

You and / or the Stage Manager will be responsible for the opening up and locking up of the Community Centre during the rehearsal period, the bar staff will lock up on the Performance nights. Don't panic – you will be inducted in how to set the alarm, lock the door etc.

And Finally

Remember if you have any problems at all, talk to the Production Chairman or any member of the Board.