



Student Production Assistant (P.A.) Positions

These positions are open to current 9th-12th graders who are familiar with the TCOE Theatre Company approach. Positions are voluntary and for educational purposes only; no financial compensation will be provided. Community service or school credit may be available if discussed with all parties in advance.

Please check which position(s) you are interested in below. If you are interested in multiple positions, designate them in order of preference, numbering them next to the checkmark (#1 being your first choice, and so on). Our staff will contact you to discuss further after auditions.

Student Name: _____ Grade: _____

Email: _____ Phone: _____

I give my student permission to participate as a Student Production Assistant, which may include helping outside of rehearsal hours and completing tasks at home.

Parent/Guardian Signature: _____ Date: _____

_____ **Assistant Stage Manager** (Cannot be a cast member or combined with other positions)

- Reports to the stage manager(s) and director. Great for someone who is a problem solver, takes direction well, and is detail-oriented.
- Responsibilities may include:
 - Maintaining the rehearsal space.
 - Record-keeping during rehearsals.
 - Coordinating load-in and strike and managing the deck crew after load-in.

_____ **Assistant Box Office and House Manager** (Cannot be a cast member; may be combined with other positions)

- Reports to theatre support staff member. Great for someone focused and good with people.
- Responsibilities may include:
 - Assists in marketing the show.
 - Planning and managing ticket sales and box office.
 - Managing elements of lobby, ushering, and concessions.

_____ **Assistant Set Designer** (May be combined with other positions)

- Reports to the set designer. Great for someone creative and responsible.
- Responsibilities may include:
 - Talking through set concepts and researching set construction and paint techniques.
 - Assisting in building set pieces; using power tools.
 - Helping to coordinate load-in and strike.

_____ **Lighting Assistant** (May be combined with other positions)

- Reports to lighting designer. Great for someone who is patient and communicates effectively.
- Responsibilities may include:
 - Talking through lighting concepts, researching different lighting techniques and styles.
 - Assisting in hanging and focusing lighting.

Sound Assistant (May be combined with other positions)

- Reports to sound designer and vocal director. Great for someone who is musically inclined and adaptive.
- Responsibilities may include:
 - Assisting vocal director with planning mic lists, sound effects, and pre-recorded audio.
 - Assisting with programming show and sound board.
 - Assisting with putting mics on performers and mic check.

Prop Master (May be combined with other positions)

- Reports to stage manager and choreographer. Great for someone crafty and organized.
- Responsibilities may include:
 - Sourcing/making, maintaining, and inventorying of props, etc.
 - Coordinating load-in and strike.

Wardrobe Assistant (May be combined with other positions)

- Reports to costume designer. Great for someone who is a quick learner, creative, and persistent.
- Responsibilities may include:
 - Creating and maintaining costume plots, recording measurements, pulling costumes.
 - Sewing, crafting, mending, etc.

Hair and Makeup Assistant (May be combined with other positions)

- Reports to hair and makeup designer. Great for someone artistic and good with people.
- Responsibilities may include:
 - Assisting with hair and makeup design and pulling wigs.
 - Assisting during dress rehearsals and show prep time.

Social Media Ambassador (May be combined with other positions)

- Reports to theatre support staff member. Great for someone innovative, confident, and who can speak to multiple audiences.
- Responsibilities may include:
 - Film and photograph self and others for content.
 - Design visual posts, write captions, and plan and schedule campaigns.

Section Leader (Must be in the cast; may be combined with other positions)

- Reports to vocal director. Great for someone who is a strong vocalist and leader.
- Responsibilities may include:
 - Taking vocal notes/recording and remembering vocal parts.
 - Warming up cast before rehearsals and assisting students with vocal questions.
 - Leading sectionals & cleaning rehearsals.
- Open invitation to observe vocal planning and pre-production sessions with the vocal director.

Dance Captain (Must be in the cast; may be combined with other positions)

- Reports to choreographer. Great for someone who is a strong dancer and leader.
- Responsibilities may include:
 - Writing/Recording and remembering choreography and spacing.
 - Warming up cast before rehearsals and assisting students with choreography questions.
 - Leading cleaning rehearsals.
- Open invitation to observe choreography planning and pre-production sessions with the choreographer and assistant choreographer (if applicable).