

Organization Chart

Even if you have never been involved with the theater before there is a place for you at Overshadowed. It takes many hands to pull together a successful production. If you have any interest in any area—please contact us. Overshadowed is seeking the following volunteer positions

Overshadowed Production Staff

Board of Directors

Executive Producer

Production Coordinator

- Artistic Director
 - Assistant Artistic Director
- Orchestral Director
 - Accompanist
 - Orchestra Members
- Vocal Director
- Stage Manager
 - Stage Crew
- Technical Design
 - Lighting Technician
 - Sound Technician
- Properties Technician
 - Set dresser
- Costume Director
 - Assistant Costume Designer
- Make-up/Hair Designer
 - Make-up Artists
- Set Designer
 - Scenic Painter
 - Set Construction Crew
- House Manager
 - Ushers
 - Concessions



Production Coordinator

As a member of the Overshadowed production staff, the Production coordinator shall:

- Be responsible to the Executive Producer and Board of Directors
- Oversee all aspects of the production
- Oversee auditions and call backs
- Provide all necessary forms for auditions
- Communicate costume, make-up, set, color schemes, and lighting concepts to appropriate production staff members in a timely and routine manner
- Call and conduct weekly production meetings
- Work with the Stage Manager and /or Artistic Director to make casting calls
- Make sure that a rehearsal schedule is prepared and distributed by the director
- Prepare a cast list, staff list, list of rehearsal dates and locations, and a rehearsal conflict list and distribute these as well as Policies, bio sheets, and any other paperwork, at the read through.
- Distribute scripts
- Assume final responsibility for casting
- Arrange for show mementos and collect payment
- Cooperate with the Stage Manager to set cues and sound and light levels during Tech week
- Facilitate communication between members of the production staff and serve as an intermediary between production staff, Executive Producer, and Board of Directors
- Communicate the policies of Overshadowed to the production staff and cast and insure that those policies are carried out
- Coordinate publicity photos between all Department heads
- Prepare a written report to be presented to the Board of Directors monthly

Artistic director

As a member of the Overshadowed Production staff, the Artistic director shall:

- Be responsible to the Production Coordinator
- Present a format for auditions to the Production Coordinator at the first production meeting
- Prepare an audition letter for distribution at auditions
- Attend and conduct auditions and call backs
- Work with the Vocal Director and Choreographer to determine a rehearsal schedule
- Attend all rehearsals
- Attend all production meetings
- Communicate progress and concerns to the Productions Coordinator

Orchestra and Vocal responsibilities will be listed in January 2006.



Stage Manager

As a member of the Overshadowed Production Staff, the stage manager shall:

- Be responsible to the Artistic Director
- Attend all production meetings
- Take cast attendance during rehearsals
- Contact absent cast members
- Maintain an accurate prompt book, which includes all blocking, cues, and Notes for the show
- Obtain all crew members
- Conduct safety talk during tech week
- explain regulations for all cast and crew members
- Complete a pre-show check list
- Assist with strike
- Make sure cast receives rehearsal schedule: keep them advised of any changes
- Set up rehearsal space with furniture and props prior to each rehearsal and remove them at end of each rehearsal
- Walk through scene for any absent cast member
- Work with Properties person
- take complete control of back stage
- Warn cast members of time before performance

Technical Designer

As a member of the Overshadowed Production staff, the Technical Designer shall:

- Be responsible to the Artistic Director
- Attend production meetings
- Design a light and sound plot
- work with Artistic Director to order and obtain materials and supplies
- Attend all technical rehearsals and performances
- Hang and focus lights
- Set light and sound cues and levels
- Conduct sound check no later than forty-five minutes before curtain of each performance
- conduct light strike
- Retain and submit all receipts to Artistic Director no later than two weeks after closing



Property Manager

As a member of the Overshadowed production staff, the Properties Manager shall:

- Be responsible to the Production Coordinator, and Stage Manager
- Attend all production meetings
- Attend all performances
- Work with Artistic Director and Stage Manager to determine the required props and set pieces
- Locate all hand props, set props and set furniture
- Provide master prop list to the Stage Manager
- Provide props for rehearsals
- Organize props 30 minutes prior to a performance
- Clean props during and after performances as necessary
- Secure props after rehearsal and performances
- Be present at strike to return props to owners or store
- Retain and submit all receipts for props to Production Coordinator no later than two weeks after closing
- Communicate openly and routinely with the Stage Manager regarding progress and concerns

Costume Designer

As a member of the Overshadowed Production staff, the costume designer shall:

- Be responsible to the Production Coordinator
- Attend production meetings
- Design a costume and color concept
- Take measurements of all cast members
- Rent, make or obtain all necessary costume pieces for the production
- Coordinate costume fittings with the Stage Manager between scene rehearsals
- Retain and submit all receipts for costumes to Production Coordinator no later than two weeks after closing
- Be available or assign someone to be available during performances to make necessary costume repairs
- Be present during strike to collect and return all costumes

Make-up/Hair designer

As a member of the Overshadowed Production Staff, the Hair/Make-up designer shall:

- Be responsible to the Technical Coordinator
- Attend production meetings
- Provide a make-up design for each cast member
- Assemble a make-up crew
- Retain and submit all receipts to Production Coordinator no later than two weeks after closing
- Be present at strike to collect wigs and make-up



Set Designer

As a member of the Overshadowed Production Staff, the Set designer shall:

- Be responsible to the Artistic director
- Attend production meetings
- Design set
- Meet with set construction Forman to discuss methods and concerns
- Meet with Artistic director to schedule work days and times
- Assist with construction of set and set pieces
- Assist with finishing touches on the set
- Conduct set strike onstage
- Retain and submit all receipts to the technical coordinator no later than two weeks after closing
- Ensure that space is left clean and organized

House Manager

As a member of the Overshadowed Production Staff, the House Manager shall:

- Attend all production meetings
- Obtain necessary workers for ushers and concession
- Arrive 60 minutes before doors open
- Secure seats for patrons
- Collect tickets and secure money
- Oversee concessions and/or souvenirs sales
- Be on hand to handle any questions or problems from the audience
- Clean and secure building after each performance

