

## Aratani Japan America Theater

### STAFFING

**Stage Manager:** Opens and locks theater. Coordinates stage activities with producer. Writes and calls cues for show if the production does not bring a Company Stage Manager. Supervises and directs stage crew, and writes daily Production Reports. The stage manager has final say on issues of safety and security.

**Master Electrician;** Runs lighting board, leads electricians during the focus, designs and programs looks if the company does not provide designer.

**Master Sound:** Runs soundboard, sets up sound system, designs sound layouts, and has final say of volume level for house equipment and overall show level.

**Master Carpenter:** Hangs all scenery, oversees installation of scenery, flies all curtains and hung scenery during show. The master carpenter has the final say in rigging and stage safety.

**Audio Video Technician:** Sets up video projection, helps program computers hooked up to projection system, runs media players and computers during show.

**Stage Electrician:** Hangs, colors, and focuses lights, runs follow spot during show.

**Stage Technician:** Works where assigned.

**House Manager:** Manages the front of house staff and is responsible for seeing to patrons concerns. The house manager will determine that the house is ready to open and when the show may begin. If there are vendors or receptions, the house manager has final say of proper set up regarding fire regulations and health codes.

**Ushers:** Ushers are responsible for taking tickets, passing out programs, and guiding guests to their seats. They provide bar services as needed, monitor the lobby restrooms and act as security after the show to keep audience from climbing onto the stage.

**Backstage Security:** Security is required backstage anytime performers are present, worklight rehearsals, load in, rehearsal, performance and strike.

1. The theater staff operates all theater equipment.
2. Production staff should handle costumes, props, and instruments.
3. The staff is called in for a minimum of 4 hours.
4. The staff is paid the first 8 hours straight time, the next 4 hours at time and a half, and double time over 12 hours.
5. There must be at least 8 hours between shifts or the staff will be on overtime.
6. For shifts longer than 6 hours, a meal break must be provided before the beginning of the 5<sup>th</sup> hour, or a 1-hour meal penalty will be assessed. A meal penalty is 1 hour of pay added to the hours worked.