

WBHS Theatre Arts Program – Production Department Descriptions

(updated 02/19/15)

Production Jobs Explanations:

Costume: Those serving on the costume crew will work on every aspect of costume production for the show. They will take measurements, contribute ideas towards costume design choices, construct garments, and organize costumes for the show.

Makeup Design & Hair Design: Similarly, those working on this team will run designs for the productions makeup. They will be trained on basic stage makeup application and will assist in applying makeup to cast members during the run of the show. Those working in this department will also conduct research and develop hair styles appropriate for the characters of the production. You will also be assigned to the duties of this crew during the run of the show.

Publicity: Those serving on this committee will be called upon to develop the entire advertisement campaign of the production. This includes the creation of print materials and audio announcements. Additionally, students serving in this crew will be called upon to distribute flyers, contact local media outlets and develop new approaches to publicize the production.

Graphic Design: This department will be responsible for generating the graphic components of this show. The department members will design the production poster, develop a production logo, and generate the final layout of the production t-shirts. This department will work in close proximity with the publicity department. This department is also responsible for generating the production show board display in the lobby.

Copy Editing: This department is responsible for proofing and polishing every scrap of written material that is produced by other departments for the purposes of staging the show. The copy editors must work tirelessly to ensure the highest possible editorial quality for all publicity and print materials related to our production.

Video Production: This group will work to develop a video trailer for the production that will run during morning announcements, be embedded into the production's public webpage, be shared with online news media outlets, and may additionally run on Channel 19. This department will also work to produce weekly short sneak-peaks of the production to document to process of staging the show.

Documentarians: This group is responsible for gathering, organizing, and preparing still photographs and video clips from past production and the current production for use in the creation of our program's annual senior tribute video. Additionally, this department will be responsible for organizing and updating webpages for recent past productions to vastly improve the experience of visitors to the department website who wish to explore our past shows.

Rehearsal Operations: Those serving on this crew will be responsible for setting up materials that will be used for each rehearsal. Additionally, the group will be required to clean up any rehearsal space used at the end each session. This department is also responsible for identifying, gathering, and labeling all props necessary for rehearsal sessions. Finally, this department will be given the chance to plan, organize, and run several games that the company will participate in during the course of our rehearsal process.

Production Historians: The production historians will be responsible for documenting and organizing a history of the process of staging this show. They will shoot photographs and collect production paperwork related to the staging of the show throughout the entire rehearsal process. In a nutshell, this group (along with the video production department) helps us to remember the experience of staging this show.

Fundraising: Those serving on the fundraising committee will be responsible for organizing and setting up various fundraising activities. These positions require students who are comfortable interacting with local businesses and able to handle working with money. This department will devise and coordinate all fundraising activities related to this show, including both in-school as well as out-of-school events.

Online Sales Department: Responsibilities of this department include coordination with adult production staff members to determine item selection (including: props, scripts, and other TAP property) to be listed for sale on Ebay, Craigslist, etc. to online liquidation. Departments members will be responsible for researching pricing, listings, and packing & shipping of items. All costs & revenues associated with items sales will also be tracked.

Characterization Development: This department is reserved for the actors carrying the largest roles. This department will be given the task of deeply analyzing the dynamics behind the show. Members of the department will work to develop characterization games for the general company and will share insight they discover about the show.