

TA3 Run Crew Information Sheet

Relevant Contact Information

B Reo

barbara_reo@brown.edu

Production Director and Stage Manager

Introduction

Hello and welcome to Run Crew for TAPS! Each semester, TA-3 students serve as the backstage and technical crew for one of the department's productions that take place on one of the three stages: Stuart Theatre, Leeds Theatre and Ashamu Studio, or at Rites & Reason. These productions include shows produced by the Sock & Buskin board which includes Senior Slot and Dance Concerts, and Rites & Reason Theatre. This information sheet is meant to help you understand what it means to be a member of a run crew and the expectations for this academic commitment.

PLEASE NOTE COVID Safety Policies:

We adhere to University [Campus Safety Policies](#) . Please continue to check this site for updates throughout the semester

What does run crew do?

The run crew for our shows executes all backstage action. Run crew member roles examples include (but are not limited to):

- Light board operator
- Sound board operator
- Spotlight operator
- Props handler
- Costume change assistant
- Fly technician

In addition to these responsibilities during the show, the entire run crew also assists the stage manager and assistant stage managers with general stage prep before the show begins (e.g. mopping and sweeping the floor, doing sound and light checks, presetting props and costumes, and laundry).

Why run crew?

The run crew is part of the lifeblood of the technical process. Without you, backstage would be literally stagnant. You become invaluable assets to the productions. Most TA3ers come out with a network of new friends and go on to work on other theater projects with many of the people they met during the run crew process. It is, without a doubt, one of the best introductions into the theater community at Brown.

Who will you be working with?

When you serve as a run crew member you'll see numerous people collaborating to make the show happen. You'll be working closely with the stage managers, assistant stage managers, designers, costume shop staff, and technical team staff. Below is a list of all the relevant staff members you'll be working with:

Person	Position
B Reo	Production Director and Stage Manager
Tim Hett	Technical Director/Lighting Designer
Max Ramirez	Associate Technical Director
Alex Haynes	John St. Studio Tech Director
Ron Cesario	Costume Shop Manager
Fran Romasco	Costume Coordinator
Alex Eizenberg	Sound and A/V Engineer/Designer
Renee Surprenant Fitzgerald	Resident Set Designer & Scenic Artist
<i>Varies per show</i>	Stage Manager

Scheduling and Conflicts

The run crew commitment is part of the TA3 course requirements.

Failure to complete your assignment will result in an NC for the course.

Each semester, the department's production director, B Reo, will come to your TA3 class with sign-up sheets for the season's shows. It is important that you consider your schedules carefully, as serving on run crew is a considerable commitment, and it is difficult to switch people from show to show after the initial sign-ups. After the sign-ups are compiled, formal lists, along with the run crew schedule for the shows, will be distributed through email.

Conflict policies

- **Only** academic conflicts are honored after discussion with the Production Director (B Reo). Extracurricular and nighttime conflicts (e.g. a capella, sports club practices etc.) will NOT be honored.
- Any nighttime ACADEMIC conflicts should be discussed with B Reo at the beginning of the semester.
- If at any time during the semester an illness or family crisis arises that will require re-scheduling of your Production Assignment, you must contact the Production Director (Barbara Reo) ASAP to discuss a different show assignment.
- If your conflict is excused and cleared by the production director (B Reo), **it will be your responsibility** to find a classmate in either yours or another section of TA-3 to switch with no later than TWO weeks before the start of tech.

Extenuating circumstances

Should a family emergency or illness prohibit you from completing your run crew requirement – you must discuss that with your TA-3 Instructor and B Reo. You will be granted an incomplete. **Incompletes are at the discretion of B Reo and your professor, they are not to be an expected alternative.**

Run crew Nuts and Bolts

- You can fulfill this requirement **ONLY** by working backstage on a show designated by the TA-3 Instructors – that is, shows produced by the TAPS department or Rites and Reason theatre.
- Working on a show produced by a student theatre group (like Production Workshop or Musical Forum) does not fulfill this requirement.
- **Being a part of the cast of a show does not fulfill the run crew requirement.**
- This academic requirement will take first precedence for the weeks that you have signed up for, remember to schedule accordingly. Tardiness and absence will affect your successful completion of the requirement.
- You must follow the following dress code due to safety procedures:
 - You must be in full black for every show (unless instructed otherwise).
 - You must wear long sleeves, long pants, closed-toed shoes, and tie back loose hair.
- There will be an Orientation for run crew before tech where you'll be briefed in safety procedures, and will be assigned stage duties. Attendance is essential.
- Your attendance at all technical rehearsals is mandatory. Run crew requires you to attend technical rehearsals beginning the week before opening night. The run crew schedules for this semester's shows are detailed in the TA-3 run crew calendar. Please read carefully.
- You are also encouraged to attend a design run sometime towards the end of the rehearsal process. A design run is a run-through of the show specifically for the designers and tech staff to get a 'Big Picture' of how the show runs and to see it top to bottom from the audience seating rather than from 'the Wings.'
- At the end of every production, the production director (B Reo) submits a report to your TA-3 instructor detailing how well each member of the run crew performed his or her assignment.

TA3 Run Crew Expectations

1. Be on time for every call.
2. You cannot miss a rehearsal or performance (without prior approval) .
3. Dress appropriately (refer to dress code in information sheet).
4. Be respectful.
5. If you HAVE to change your assignment, it is your responsibility to find a replacement. You must then contact B Reo TWO WEEKS in advance of your first call to inform her of the switch.
6. If you cannot find a replacement, you must contact B Reo TWO WEEKS in advance of your first call. If she cannot find you a new assignment, you will have to take an “INC” for the course and do it the following semester. **You MUST get instructor permission to be granted an INC.**
7. If you have any major issues or concerns, communicate them to your Stage Manager. They will be able to help you or point you in the right direction.
8. Communicate all conflicts and other relevant situations clearly and in writing to your stage manager, and if necessary, B Reo or the production manager assistants.
9. Have Fun!