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## WISTA Musical Cabaret - Production Team Role Descriptions

Participating in a Production Team of a WISTA musical cabaret is a *collaborative* process. Each member of the team contributes to the artistic vision of the cabaret by using their expertise and experience to suggest, implement, and combine ideas with the end goal of building a cohesive and entertaining musical revue.

Each role lists a set of ideal skills that will help artists fulfill the duties of their position. WISTA cabarets offer the opportunity to its Production Team members to learn, develop, and practice these skills, so that they might apply their growing experience toward our annual full book productions. We invite both experienced and emerging artists to apply!

### **Creative Team\* General Responsibilities:**

- Determine an appropriate set list in accordance with the cabaret theme, with the flexibility to adapt the list based on performer abilities
- Hold auditions & cast performers in numbers that correspond with their performance abilities, yet provide opportunities for growth
- Provide audition feedback to performers (if requested) to help them learn
- Review Cast Contract, Code of Conduct and Personal Commitment Contract documents with the cast at the first rehearsal

*\*For the purposes of this section, **Creative Team** refers to Musical Director, Choreographer, Stage Director, and Stage Manager. It is at the Creative Team's discretion which numbers require choreography vs. staging.*

### **A Note on Scenography:**

WISTA's musical cabarets require fewer resources than a full book production. Sets, costumes, and props are items that need consideration but are minimal. Once the vision for each number has been decided upon, the Production Manager and Stage Director are responsible for determining how best to manage design, sourcing and organizing the required materials and resources.

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**Choreographer:** This individual oversees the **choreography** of a cabaret, i.e, all dancing or more technical movement performed on stage. Their responsibilities include assessment of performer movement abilities, assignment of dance captains (if needed), preparation & instruction of choreography, and creation of practice videos. Their primary focus is to lead dance rehearsals which include physical warm ups, teaching and cleaning choreography, and solidifying formations.



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**Skills:**

- Strong dancing and teaching skills; an understanding of the musicality and rhythm of the Broadway genre is an asset
- Ability to work with performers with varying levels of dance abilities
- Knowledge of various styles of dance an asset
- Time management, communication, leadership and organizational skills

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**Musical Director:** This individual oversees all **musical aspects** of a cabaret, i.e., vocal direction of performers, and direction/procurement of musical accompaniment (live or pre-recorded). Their responsibilities include assessment of performer vocal abilities, assignment of vocal harmony divisions and vocal captains, teaching and coaching of all musical numbers, procurement of sheet music, instrumental tracks and/or live musicians, preparation of practice tracks, creation of musical arrangements (if required), and collaborating with the Sound Designer on microphone usage. Their primary focus is to lead vocal rehearsals, which include vocal warmups, teaching harmonies, and providing vocal guidance for soloists and ensembles. Should the show incorporate live music, the musical director is also responsible for overseeing band rehearsals, and conducting live performances as needed.

**Skills:**

- Strong musical abilities, knowledge of various music styles and music theory, and ability to teach based on sheet music
- Singing experience and knowledge of vocal health and technique
- Ability to work with performers with varying levels of vocal abilities and knowledge of music theory and sheet music
- Time management, communication, leadership and organizational skills

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**Stage Director:** This individual oversees the **staging & artistic direction** of a cabaret, i.e., any non-dance related movement or formations during a song or scene, and overarching creative vision of each number. While the whole creative team is responsible for the *overall* vision, the Stage Director ensures that this vision is implemented in a cohesive way throughout the show. Their responsibilities include assessing and analyzing the acting-driven aspects of each song (i.e, plot, character, mood, style, etc.), creating a specific path/flow of movement & transitions throughout and between each number, helping performers explore their assigned character(s), rehearsing in groups or one-on-one sessions, and collaborating with the design team. Their primary focus is blocking numbers without dance choreography and supporting the performer's growth in acting.



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**Skills:**

- Ability to coach performers as they interpret their assigned character(s)
- Ability to work with performers with varying degrees of acting experience
- Developing an artistic vision for each number that is staged
- Communication, leadership, and organizational skills.

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**Stage Manager:** This individual oversees the **logistical aspects** of a cabaret. Their responsibilities during the rehearsal process include coordinating auditions, arranging weekly rehearsal schedules, relaying important announcements to the cast, taking attendance, taking blocking notes, and communicating rehearsal updates to the production team. Their responsibilities during the production run include relaying important announcements to the cast, calling all cues, organizing the flow of transitions between numbers (of props, set pieces and performers), assigning performers or volunteers to assist when needed. Their primary focus is to oversee that rehearsals and the show run smoothly.

**Skills:**

- Strong organizational, communication, leadership, time management, and multi-tasking skills
- Ability to work well under pressure
- Basic knowledge of lighting and sound equipment an asset

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**COVID-19 Coordinator:** This individual oversees the **implementation of COVID-19 Health and Safety procedures** for rehearsals and performances. Their responsibilities include creating, communicating, implementing, and monitoring a rehearsal and show plan that ensures the safety of our members and audiences. They will also be the point of contact for any questions or concerns about COVID-19, making sure to keep track of any incidents. For performances, the COVID-19 coordinator will help plan audience seating and backstage spacing with proper gathering practices in mind.

**Skills (Required):**

- Strong organizational, communication, and interpersonal skills
- Knowledgeable or willing to learn about the current COVID-19 government guidelines and restrictions
- Enforce personal hygiene & PPE requirements
- Ensure a safe setup is done for each group rehearsal
- Experience in the public health or medical field an asset

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**Lighting Designer:** This individual oversees the **lighting aspects** of a cabaret, including **design, setup, and operation**. Their responsibilities include establishing a lighting design/sequence for the production, coordinating lighting equipment rental (within budget, in collaboration with the Production Manager), overseeing lighting setup and strike, and operation of the lighting board during the dress rehearsal and performances. If unable to attend performances, the Lighting Designer must train a volunteer to operate the board.

**Skills:**

- Strong visual sense, creative design skills and organizational skills
- Experience working with lighting equipment, including planning power requirements
- Ability to work within a budget and short tech time

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**Production Manager:** This individual oversees the **production process** of a cabaret. Their responsibilities include scheduling and running periodic production meetings, supporting all production members to ensure they have the information and resources they need, supporting the sourcing and rental of production related materials, working in conjunction with the production team to plan and ensure the efficacy of tech week, and assisting with Front of House management. Their primary focus is to make sure all production team members are on schedule and on budget. This person keeps in contact with the WISTA Board of Directors as needed.

**Skills:**

- Strong organizational, time management and project management skills
- Strong interpersonal, communication, & supervisory skills
- Basic knowledge of theatre tech an asset
- Willing to take initiative

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**Sound Designer:** This individual oversees the **sound design and operation** of a cabaret during dress rehearsal and performances. Their responsibilities include collaborating with the Musical Director to map out microphone allocations, determining overall equipment requirements, collaborating with the Stage Director to design any SFX cues, coordinating the rental, set up, operation, and strike of sound equipment (within budget, in collaboration with the Production Manager), and live mixing in dress rehearsal and performances. In collaboration with the Musical Director, the Sound Designer must instruct the cast regarding the mic map and how to properly handle and swap microphones during the dress rehearsals and shows. If using a backstage volunteer assistant, i.e. to coordinate wireless microphones, the Sound Designer is responsible for training them as well.



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**Skills:**

- Strong understanding of acoustics, theatrical sound, and organizational skills
- Music background an asset
- Experience working with live sound equipment
- Ability to work within a budget and short tech time