



Producer Responsibilities

1. Hold pre-production and production meetings
 - a. Ensure the directors vision is clear
 - b. Ensure the directors vision aligns with SLOC's capabilities and expectations
 - c. Work with director and SLOC leadership to fill all production team roles
 - d. Ensure the designers are working to support director's vision
2. Work with audition coordinator on audition announcement
3. Attend auditions/callbacks
 - a. Participate, at the director's comfort, in casting
4. Work with SM to make offer phone calls and no thank you emails
5. Work with director to create rehearsal schedule
6. Coordinate with leadership, board, liaisons, etc. regarding attendance at read thru

7. Work with Jeffrey Hocking to acquire rehearsal materials
8. Ensure the director has set design approved by Artistic Director and Tech Director
9. Attend rehearsals as needed/desired
10. Be a resource for questions, concerns, interpersonal issues for all volunteers
11. Maintain communication with board and diversity liaisons
12. Complete incident reports, as needed, and give to board liaison
13. Work with liaisons on any issues that may arise
14. Coordinate memorabilia creation and purchases with cast and crew
15. Coordinate Clean Up Day with facilities and technical departments
16. Acquire bios from cast and crew
17. Collect and return materials to licensing company
18. Participate in production postmortem

19. Coordinate with Box Office Manager regarding playbill requirements

- a. Song list
- b. Cast list
- c. Crew list
- d. Special thanks
- e. Director's note
- f. Any applicable warnings

20. Attend set builds, as needed, to check for progress and safety

21. Hold production meetings throughout the process to communicate with designers regarding budget

22. Acquire PEX cards from Finance Director

23. Distribute PEX cards to production team members

24. Request additional funds from Finance Committee as needed

25. Complete budget sheets throughout the process and keep all receipts

26. Work with Artistic Director to schedule critique

27. Work with Director of PR to schedule photo shoot day and other PR opportunities

28. Speak with Director of Audience Services if videos will be at a performance

29. Schedule double tech and tech week with director

30. Complete pit member contracts and give to Finance Director
31. Coordinate strike and Uhaul use with facilities, tech and the next production's producer
32. Attend postmortem with Artistic Director
33. Return any materials to licensing company