Barnard College Department of Theatre
Production Crew Job Descriptions

Backstage Run Crew

As a member of the run crew for a production, you are an important and integral part of the production team. It is crucial to the success of the rehearsal and performance process that you conscientiously fulfill your responsibilities. This sheet is intended to help you understand your duties during the rehearsal and performance process—it is not intended to be comprehensive, and the Technical Director or Production Manager may have other specific assignments for you.

The Backstage Run Crew help the Assistant Stage Manager or Run Crew Head to set up the stage before technical rehearsals ("tech") and performances, and to prepare and track props during techs and performances.

Duties specific to the Backstage Run Crew include:
- Preparing the stage for rehearsal or performance, including sweeping and/or mopping as needed;
- Preparing any special or consumable props before tech or performance;
- Placing ("pre-setting") or checking the preset locations of all props and set pieces before tech or performance;
- Tracking props during tech or performance and making sure they are in position as needed by actors—this includes maintaining the prop table;
- Performing mobile duties (looking for actors, etc.) so that the ASM/Crew Head can stay on headset;
- Cleaning up onstage or backstage as needed after tech or performance;
- During strike, performing tasks as assigned by the Technical Director.

Backstage Run Crew should dress in black clothes suitable to active work, including black shoes—no high heels, please.

Upon arrival for tech or performance check in with the ASM or Crew Head; except on announced breaks, do not leave the backstage area without letting the ASM or Crew Head know. After tech rehearsals, do not leave the theatre before checking in with the Stage Manager and Production Manager.

Backstage Run Crew members often need to use the headset intercom system during techs and performances; please review the "Headset Etiquette" sheet.

Please bring homework or reading material for tech, as there will be significant stretches of downtime. Laptops will be permitted backstage during Friday and Saturday techs as long as they don't interfere with the operation of the show or the changeover.

Backstage Run Crew report to production manager Mike Banta, mbanta@barnard.edu, and are registered under his section of THTR V 3172 Rehearsal and Performance.

Rehearsal and Performance is a graded course. Each student is evaluated at the end of the semester by a committee of the staff and faculty, who consider the student's promptness, preparedness for work, execution, initiative, and follow-through. Lateness to any rehearsal or work call has the potential to impact the final grade.