



# PRODUCTION MANAGER (School Coordinator)

**Hello!**

Thank you for volunteering to be a part of Northwest Children's Theater's upcoming All School Play at your school! This sheet is designed to inform you of the roles and responsibilities of being our **Production Manager!**

The Production Manager (otherwise known as the School Coordinator) is one of the most vital roles in ensuring that our production can happen efficiently and smoothly. Besides setting up the week with NWCT's Outreach Manager, this person will be responsible for the following tasks:

- Be the communication liaison between the parents and the NWCT directors, passing along any pertinent information/questions/comments and sending parents any communication that NWCT would like to be distributed.
- Keep track of all the registered kids and have a binder with emergency contact info for each student.
- Manage and delegate all Run Crew (Parent Volunteers), and work with the directors to have a plan of action regarding the best use of Run Crew's time to make sure all aspects of production are covered.
- Have a plan of action and access to facility use, including tech in the performance space, room scheduling and any extra rehearsal/dressing room/break space, and logistical aspects such as setting up chairs for performance.
- Get any relevant publicity going for both the auditions to be a part of the production and the performance, such as sending out newsletters, posting on the school website, putting up in-school displays, etc.
- If need be, communicate with custodian/facilities manager for clean-up and building use expectations.

- Potentially provide technical needs, including having a microphone on Monday with sound equipment, giving a walkthrough of lighting equipment at the beginning of the week, and knowing of any potential special effects that could be used.
- Help coordinate storage for the production in the facility (preferably not the stage).
- Coordinate and designate dressing rooms.
- Coordinate and designate Green Room.
- Provide directors with teacher names in students' contact info.
- Develop a program for the show (either coming up with one or using the NWCT standard program template).

**NOTE: The Production Manager role can be shared between multiple people, or the primary Production Manager can delegate these tasks to other parent volunteers. Please be sure to communicate with the directors regarding what tasks have been completed and what tasks need to be completed/can't be completed.**

# Essential Production Manager Details:

*\*\*\*Please fill out and return to Directors/Outreach Manager no later than a week away from auditions.\*\*\**

**Production Manager Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Time Frame of Production:** \_\_\_\_\_

**Load In Date/Time:** \_\_\_\_\_

**Using Other Technical Elements?** \_\_\_\_Y \_\_\_\_N **\*\*\*Additional design meeting needed if Y\*\*\***

**Other Important Volunteers (non-Run Crew)/People to Know and Contact Info:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Primary Rehearsal Space:** \_\_\_\_\_

**Dressing Rooms:** \_\_\_\_\_

**Green Room:** \_\_\_\_\_

**Extra Rehearsal Space (if needed):** \_\_\_\_\_

**Storage Space Location:** \_\_\_\_\_

**Additional Important Details/Information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_