

General Contract

This contract is part of all production positions.

Daily Responsibilities

- Maintain a professional attitude for the length of the production.
 - Respect all persons in the theatre.
 - Cooperate with the director, stage manager, designers and others.
 - If you have problems with another member of the production team speak to stage management. If your problem is with stage management, see a faculty member.
 - Do not undermine the authority of another member of the production.
- Read the callboard and check your email daily.
 - Read every rehearsal report that you receive especially the section directly concerning you.
 - Reply promptly to questions that pertain to you or your position.
- Never miss a scheduled call (ex: rehearsal, performance, costume fitting, etc)
 - Arrive 5-15 minutes before your scheduled call.
 - If you are unable to attend a scheduled call or will be arriving late, inform your direct supervisor immediately.

General Reminders

- All purchases at Longwood must be put on a university-issued credit card, for which the faculty scenic designer, costume designer, and technical director are solely responsible.
- Costume shop rules must be followed at all times. No exceptions.
- Scene shop rules must be followed at all times. No exceptions.
- No food and drink, except water in a closed bottle, are allowed in the Mainstage Theatre, LAB Theatre, or rehearsal studios.

Disturbances

- Cell phones, iPods, and laptops should be left at home prior to rehearsals and performances.
- It is standard policy that any of these items if brought to rehearsal/performances will be checked-in with the stage manager. The items will be released to their owners at the end of the rehearsal/performance.