

Dear Tech Staff~

Thank you for your interest in Stagedoor Manor's Technical Department.

This will hopefully answer some of your questions as to what we are all about and what we do. This is only a guide and is not definitive the nature of the business requires you to be flexible and adaptive.

In a nutshell, with regard to productions, the closest format Stagedoor comes to is a festival theatre arrangement with 12 productions every 3 weeks. Productions are designed and built from scratch and as a result time is very limited.

Stagedoor used to be a hotel complex and most of the venues are converted intimate black box spaces with 1 purpose built proscenium arch theatre and 2 outdoor spaces. The black box spaces have low ceilings and access to these spaces is restricted which means that sets have to be modular to be able to fit them through the doors.

We operate on a system whereby all staff will be expected to help out in other departments when required. As a result electricians may have to help build sets and scenic designers may have to help rig cables or hold ladders.

The 3 week schedule works roughly like this:

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|---|---|---|---|---|--|
| Design Time Workshop Prep Time | Design Time Workshop Prep Time | Set Designs Due in Workshop for Costing | Provisional Set Drawings to Directors Production Meetings | Production Meetings LX Design and space prep | Start Build LX Design and space prep | Build LX Design and space prep |
| LX Designs Due for checking Build | LX Rigging Build and Paint | LX Rigging Build and Paint | DAY OFF | LX Rigging Build and Paint | LX Rigging Build and Paint | LX Rigging ALL WORK TO BE COMPLETED BY END OF DAY |
| Production Week Tech & Dress LX Plot in evening | Production Week Tech & Dress LX Plot in evening | Production Week Tech & Dress LX Plot in evening | Production Week Tech & Dress 1 Outdoor Show Performs | Production Week All Shows Perform | Production Week All Shows Perform Strike all after last show | DAY OFF |
| DAY OFF | Start All Over Again | | | | | |

This is just a guideline and the schedule may vary. The only deadlines that don't vary are the submission of drawing deadlines and the all complete deadline. As the kids are in the spaces during the day most of our work in the second week will occur at night so as to utilise dark time in the spaces. Days are generally very long and living and working with your fellow staff members can become a bit much at times so a sense of humour is essential.

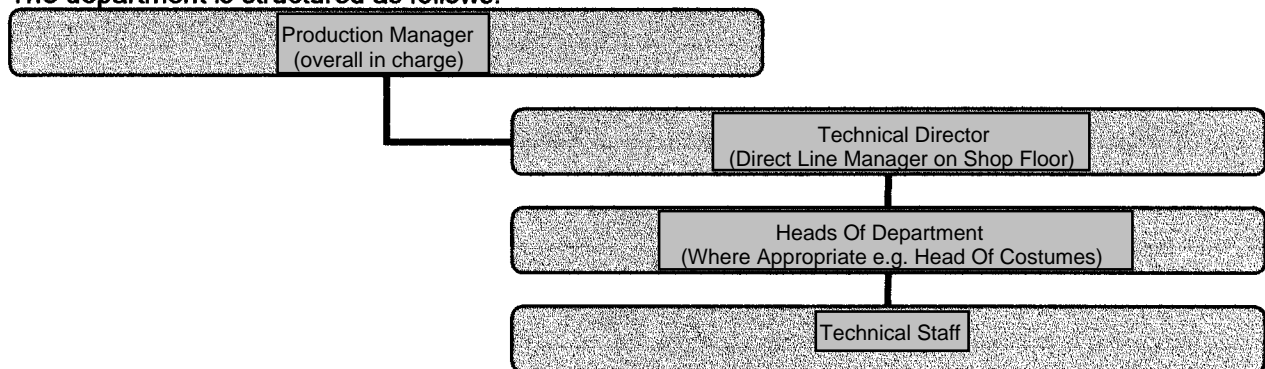
As we are located quite a way from any major suppliers our resources are quite limited and it means that we have to order a lot of our supplies from New York or online suppliers. This also results in materials being more expensive than one expects and we are often at the mercy of delivery drivers.

All of this combined means that designs often have to be innovative and utilise natural materials as opposed to commercial products. Our lighting equipment is also quite dated and this makes for some challenging lighting design solutions.

We are not able to fly scenery in our spaces and as a result are also not able to do painted cloths. Some of the spaces however have back walls that can be used to paint backdrops on. Most of the sets are constructed of painted flats.

We have a basic pool of tools that can be signed out but if you have a specialist item that you like using, e.g. paintbrush or voltmeter, then feel free to bring it. I must point out however that we can not be responsible loss or damage to private tools and any tools you may decide to bring will need to go in your cargo baggage.

The department is structured as follows:



Here is a brief outline of each position and the duties attached to them:

Scenic Designer: Design 2 sets to share your space allowing for an hour turn around time. Assist in the build and paint of your designs. Carry out any other duties in the technical dept. day to day running as may be required. Crew your production for show times including possibly followspotting.

Lighting Designer: Design lights for the 2 shows in your space including rigging, plotting and operating the desk for your shows. Assist in the rigging of the other spaces. Carry out any other duties in the technical dept. day to day running as may be required.

Costume Designer: Design and make costumes for your 2 productions. Dress your productions during show times and assist with other productions. Carry out any other duties in the Wardrobe dept. day to day running as may be required.

Costume Builder: Assist designers in the build of their designs. Dress on shows as required. Carry out any other duties in the Wardrobe dept. day to day running as may be required.

Master Carpenter: Manage and oversee the day to day running of the carpentry workshop while building sets as required. Carry out any other duties in the technical dept. day to day running as may be required.

Props Designer: Design and Build and props as may be required. Oversee the issue and use of props. Carry out any other duties in the technical dept. day to day running as may be required.

Scenic Artist: Assist designers with painting of their sets. Manage the paint shop. Carry out any other duties in the technical dept. day to day running as may be required.

Swing Tech: Be able to work in any department as required. Carry out any tech duty but you are not a general dog's body to the rest of the department. You need to have good general all round skills to be able to carry out this position.

Living spaces are usually shared with another member of the technical department and we try to house all tech members in the same area to accommodate our irregular working pattern. Bathrooms are mostly communal with a few on suite ones being the exception usually reserved for senior staff.

All meals are provided in our dining room which has a fantastic selection of food and caters for most food requirements. It is however difficult to cater for people with very different eating requirements, e.g. Vegans, but it has been done in the past.

On your days off there is a lot to do as New York City is a 2 hour drive away and there are fantastic outdoor areas to visit. Some staff has previously taken the 2 days to make their way to the beach or Niagara Falls.

Stagedoor requires you to work long hard hours but the result and gratitude from the kids makes it all worthwhile. You will also make lifelong friends and will have some excellent times.