

Role	Description	Responsibilities
Playwright	This is the name given to the person who writes the play.	<ul style="list-style-type: none"> • Having the idea and writing the script • Planning and research • Constructing the time, period, character, location, story of the play • Writing drafts • Editing drafts • Attend rehearsal readings
Understudy	An actor who studies another's role so that they can take over when needed.	<ul style="list-style-type: none"> • Be able to step into the role they have learnt at a moment's notice if the main actor can't play the role. Performing if required. • Making creative decisions about the character they are playing • Making choices about the tone of voice and movement of the character • Attending auditions • Attending read-throughs • Attending rehearsals • Looking after personal props • Attending costume fittings.
Sound Designer	Responsible for the sound that is required for a performance. This may include underscoring, intro and outro music as well as specific special effects. The final design will result in a sound plot, which is a list of sounds required and their cues.	<ul style="list-style-type: none"> • Research • Sourcing sounds from a sound library or recording them themselves. • Set up and check the sound equipment during the 'Get in and fit up' • Creating a sound plot • Attend technical rehearsal to check sound works with all the elements • Attend pre show checks • Attend the run of the show • Attend the 'Strike and get out'
Costume Designer	Person who designs the costumes for a performance. The costume department for a theatre is often called the wardrobe.	<ul style="list-style-type: none"> • Research • Coming up with initial ideas and design choices by working closely with the director • Considers period and the actors ability to move when designing costume • Provide sketches of ideas for actor and director to look at • Supervise the making or purchasing costume items • Supervising costume fittings • Attend technical rehearsal to watch how the costumes work and make last minute changes

Technician	A person who works backstage either setting up technical equipment such as microphones or rigging lights before a production or operating technical equipment during a performance.	<ul style="list-style-type: none"> • Undertakes any job that the designers or stage managers request • Attends 'Get in and fit up' • Attends 'Strike and get out' • Can often have a particular skill in lighting, sound or scenery. • Checks the operation of technical equipment and safety • Operates technical equipment.
Stage Manager	Is in charge of all aspects backstage, including the backstage crew. They will oversee everything that happens backstage before, during and after a performance. During the rehearsal period, the Stage Manager and their team will make sure that all props are found or made, scene changes are rehearsed and smooth, and all other aspects of backstage are prepared. They are also in charge of the rehearsal schedule.	<ul style="list-style-type: none"> • Supervise auditions • Arrangement of rehearsal rooms, locations, contact details • Source key props and furniture to use in rehearsal • Mark out the set in the rehearsal room • Deputies create 'the book' which lists all the props, movements an actor makes in rehearsals and effects that may have been decided on. • Supervise the 'get in' and 'get out' • Health and Safety of all cast and crew • The team is responsible for lighting and sound cues • The team is responsible for running the performances
Performer	A performer is an actor or entertainer who realises a role or performance in front of an audience.	<ul style="list-style-type: none"> • Making creative decisions about the character they are playing • Making choices about the tone of voice and movement of the character • Attending auditions • Attending read-throughs • Attending rehearsals • Looking after personal props • Attending costume fittings. • Performing

Lighting Designer	Responsible for designing the lighting states and, if required, special effects for a performance. The final design will result in a lighting plot, which is a list of the lighting states and their cues.	<ul style="list-style-type: none"> • Research • Using a set model box, show their design ideas to the cast • Meet with the production team to discuss ideas • Create a lighting plot and technical drawings • Review rehearsal notes to check if any effects were decided on • Attend 'Get in and Fit Up' • Focus lights on finished set • Attend dress rehearsals, technical rehearsals, the run • Attend the 'Strike and get in'
Set Designer	Responsible for the design of the set for a performance. They will work closely with the director and other designers so that there is unity between all the designs and the needs of the performance.	<ul style="list-style-type: none"> • Research • Make creative design choices by working closely with the director • Designing a set model • Technical Drawings • Show the set model to the cast • Supervise the construction of the set • Make all the necessary effects and additions to the constructed set • Attend technical rehearsal to watch how the set works and make last minute changes
Puppet Designer	The person who designs the puppets for a performance.	<ul style="list-style-type: none"> • Research • Drawings and sketches • Sources materials • Makes the puppets • Meets with actors and directors • Attends rehearsals to watch how a puppet needs to integrate within a show • Makes creative design decisions bearing in mind what the puppet has to do and what they might represent in the show. • Fix and mend puppets to ensure they can be used through the full run of the show

Director	Is in charge of the creative and artistic elements of a production. Will have the initial creative idea or concept for the production. They will work with the actors in rehearsal and will collaborate with the designers and the technical team to realise this idea in performance.	<ul style="list-style-type: none"> • Creating and interpretation of the play • Establishing a creative team • Casting actors • Choosing the stage configuration • Managing the read-throughs • Leading rehearsals • Blocking and movement • Talking and directing the actors about character choices and supporting them in difficulty • Controlling the pace, rhythm and energy levels of the production • Working closely with the design team to ensure that their interpretation is realised through the set, costume, lighting, props and sound. • Liaising with production staff to prepare for opening night • Providing feedback to cast and crew on the production is up and running
Theatre Manager	This is the person who is responsible for and manages the front-of house team who deals with the audience during the production. They will be in charge of box office manager, ushers and bar staff, programme sellers and similar staff.	<ul style="list-style-type: none"> • In charge of the health and safety within the theatre building • Manages and looks after the security of the theatre building and staff. • Manages access requirements for disabled people such as wheelchair access, hearing loops or special described performances for the blind • Looks after the theatre's licences such a food licence, liquor licence and theatre and music licences • Responsible to opening and closing the theatre • Responsible for fire safety and first aid within the whole theatre • These roles may be different for smaller or larger theatres.