

Producer's Role

A Producer is a person who oversees all aspects of mounting a theatre production. The Producer is responsible for the overall financial and material functions of a production or venue, liaises with the Committee in relation to the budget.

The choice of plays is currently the responsibility of the Executive Committee.

As Producer you will be responsible for the following duties:

1. Applying for theatrical and music rights;
2. Purchasing and distribution of scripts;
3. Proposing the budget for the show;
4. Involvement with and/or arranging choice of actors if they have not yet been chosen;
5. Obtaining a production team which includes the following:
 - (a) Stage manager and stage team including Prompt;
 - (b) Front of House Manager (and assist with choosing Front of House team/staff and ushers etc, if necessary);
 - (c) Box office/lighting/technical crew/carpenter/electrician etc;
 - (d) Costuming staff/manager;
6. The Producer collaborates with the Director, Artistic Director and Stage Manager, if applicable, to plan a production timeline and deadlines with periodic re-assessments and modifications as needed;
7. Co-ordinating with Technical Director;
8. Arrange for publicity and marketing team;

HINT FOR SUCCESS:

Do not feel you need to take the whole job on yourself. Choose your team and co-ordinate with them to ensure they are working well and are carrying out their jobs. By all means, please give them support where needed, however, the answer to a successful production is to obtain your team early and ensure they have your support and that they know and adhere to their timelines.

