

**YOU CAN'T TAKE IT WITH YOU.**  
**Student Leader Job Description and Application**

***Why be a student leader?***

- Hang out with some of your favorite teachers! ;)
- Get the behind-the-scenes perspective of what must go into a theatre production, especially if you hope to do something similar in the future.
- Grow in your communication, organization, delegation and creative skills—some of the most practical skills you could have in life!
- Gain real-life leadership experience that you'll be grateful for when filling out resumes and doing interviews.
- We need your help! There's no way we could do this show without you.
- Glory!!! (Your example will be an inspiration to the younger students as well.)

***We are looking to fill nine positions:***

Student Stage Manager  
Student Director  
Student Producer  
Head of Marketing and Publication  
Costume Crew-Head  
Props Crew-Head  
Painting Crew-Head  
Lighting Crew-Head  
Sound Crew-Head

***Read a description of each position's responsibilities...***

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**ASSISTANT STAGE MANAGER**

Working Mainly With: Miss Wight (Stage Manager)

***\*\*\*Note: Except in rare occurrences, the Assistant Stage Manager cannot be in the cast. \*\*\****

***In Rehearsal...***

- Help set-up rehearsal and performance space. Can include...
  - Clearing chairs
  - Sweeping stage
  - Setting up rehearsal props and set pieces
- Find rehearsal props (until the real props come)
- Manage Cast Members
  - Sign actors in as they arrive (recording when they are late)
  - Notify director when students are missing
- Help clean-up rehearsal and performance space. Can include...
  - Putting chairs back
  - Tearing down sound
  - Putting away rehearsal props

***In Performances***

- Oversee backstage. Can include...
  - Making sure all props and actors are in place
  - Making sure all props return to their place
  - Notifying stage manager when all is ready to start
  - Directing scene changes (Stage Manager will teach the scene changes; you'll just be making sure they happen)

## **ASSISTANT DIRECTOR**

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Working Mainly With: Miss Anderson (director)

- Lead Acting warm-ups and games
- Be on call at rehearsal if actors need private attention/advise
- Stand-in for actors who are gone (if not on-stage yourself)
- Encourage and boost morale.
- Create we-chat group and post updates on wechat platform
- Be the go-to person if cast members have questions/concerns/complaints.
- Organize cast party
- Buy the gifts for cast and crew members at the cast party
- Help director with random tasks and purchases

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## **STUDENT PRODUCER**

Working Mainly With: Miss Anderson

- Collect information needed to get students permission to be late to self-study.
- Open an account in Tao Bao and order supplies that the director needs (will be reimbursed)
- Help communicate in Chinese
- Help Assistant-Stage Manager in set-up and tear-down
- Collect translations from students and format; give to director.

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## **HEAD OF MARKETING AND PUBLICATION:**

Working Mainly With: Mrs. Carsello

- Responsible for the production and distribution of the posters, flyers, tickets and programs associated with the musical
- Work with graphic designer (Mrs. Carsello) to establish deadlines for when things must be printed in a timely fashion.
- Work with graphic designer (Mrs. Carsello) to create material that is appealing and maintaining the necessary information.
- Responsible for selling tickets at lunch and after school. Determine the best times and locations to sell and recruit students to help each time.
- After each time of selling, directly deliver the records and money to Miss Anderson's office (AB 701)
- Brainstorm about other ways to increase marketing (videos, flash mobs, public radio or newspapers or WeChat...it's up to your creativity!)

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## **COSTUME CREW HEAD:**

Working Mainly With: Li Dan (sewing teacher) and Miss Wight

- Aid in communication between Li Dan and foreign costume crew
- Help take student measurements
- Collect, hang –up and label costumes that students bring in
- Set up a Taobao/JD account to order items requested from Miss Wight – You will be reimbursed
- Keep detailed record of what money you spent and request fapiaos when possible
- Assemble a student crew to help with costumes. Be the person students can go to if they want to help with costumes. Work with LiDan & Miss Wight to have smaller projects that you can give to people who are willing and capable.

## **PROPS CREW HEAD:**

Working Mainly With: Mr. Mendenhall

- Work with Props Master (Mr. Mendenhall) to collect and prepare all props
- Assemble a team that will paint/create/open the props purchased by the prop master
- Be the person students can go to if they want to help with costumes. It will be your job to communicate with them once they've shown interest, connect them to the right people, and give them a job to do with instructions, based on their experience and talent.
- It will be your responsibility (along with Mr. Mendenhall) to make sure that all props are purchased/acquired/painted and ready to go by the performance date.

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## **PAINTING CREW HEAD:**

Working Mainly With: Miss Collins

- Work with Painting teacher to paint set and mix colors.
- Assemble a team (wechat group) of students that want to help paint. Pick days to go in and paint, alert the team, and be there to advise, and clean-up.
- It will be your job to make sure the set is completely painted on time. Delegate away!

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## **SOUND CREW HEAD:**

Working Mainly With: Mr. Incze

- Attend workshops to learn how to set up sound, run the sound board, and use Q-Lab
- Learn how to manage microphones
- Be at rehearsals that need sound OR teach and arrange for a crew member to turn on sound.
- Teach other students and crew members the skills acquired
- Find sound cues/transition music and edit them
- Possibly run the sound board, be backstage for mic changes, or lead the people doing this task
- Help set up and tear down sound for rehearsals (or make sure someone from your crew is doing it)
- Leading communication between your crew and Mr. Incze

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## **LIGHT CREW HEAD:**

Working Mainly With: Mr. Incze

- Attend workshops to learn how to run the light board and spotlights
- Design the lights (with help) and adjust throughout as Miss Anderson gives notes
- Teach other students and crew members the skills acquired
- Be at rehearsals that need lights OR teach and arrange for a crew member to turn on lights.
- Help adjust/fix lights
- Possibly run the light board, or spotlights
- Leading communication between your crew and Mr. Incze

STUDENT LEADERSHIP APPLICATION

Please return to Miss Anderson by Thursday, December 27th.

(There will be a folder taped to the door of the Black Box Theatre, AB 701)

English Name: \_\_\_\_\_ Chinese Name (Pinyin): \_\_\_\_\_

Grade and Program (Example, AP 11C): \_\_\_\_\_ Height: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_ WeChat: \_\_\_\_\_

*We want leaders that are dedicated to both extra-curricular activities AND their studies. Please write down each of 6 main subject classes and what grade you currently have in that class.*

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

Teacher Reference: \_\_\_\_\_ (no written recommendation needed)

Desired Student Leader Position(s): *If applying for more than one position, please list them in order of what you are most interested in.*

\_\_\_\_\_

Why do you want to be a student leader, particularly the position you are applying for?

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What past experience do you think will help you do well in this position?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What other activities are you involved in the spring semester?

\_\_\_\_\_

\_\_\_\_\_

Please rate yourself in these areas, 1 being very poor, 10 being excellent.

- Organization:
- Communication:
- Delegation (dividing work amongst people without being bossy):
- Creativity:
- Enthusiasm:
- Commitment:
- Punctuality:

If you couldn't do both, would you rather be a lead in the play or have this student leadership position?

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If you couldn't do both, would you rather play a supporting role in the play or have this student leadership position? \_\_\_\_\_

THANK YOU SO MUCH FOR APPLYING!

\*Results will be posted along with the Cast List\*