

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 all other persons involved in the production.
 - 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 twice a day (as per Longwood University standards).
 - Read every rehearsal report that you receive, especially (but not exclusively) the section directly concerning you.
 - Reply promptly to questions that pertain to you or your position.
- Never miss a scheduled call (rehearsal, performance, costume fitting, etc.)
 - Arrive 5-15 minutes before your scheduled call time
 - If you are unable to attend a scheduled call or will be arriving late, inform your direct supervisor immediately.
- Attend strike directly following the run of the final Sunday show.
 - Unless otherwise stated, you will be assigned duties at strike.
 - If you fail to attend strike, you will be prohibited from participating in the next Longwood University production.

General Reminders:

- All purchases at Longwood University 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 studio.
- Make sure that the Lab Theatre is returned to its previous condition (or better, if necessary).
- All assigned THEA 101 students must work at least 20 hours on this production.
 - If for some reason you cannot complete 20 hours, seek the head of the theatre department immediately.
- All participants signing a contract must attend strike.
 - If you miss strike, you will be prohibited from working on the next show.
 - If you cannot attend strike, seek the technical director and head of the theatre department immediately.