

ACTOR: JOB DESCRIPTION

PROFILE

The actor/performer is crucial to the production and prepares to present a character to fulfill the Director's production concept.

The actor begins when he/she prepares for an audition and finishes after the Strike.

Note: Northumberland Players in a Non-Equity Amateur company.

RESPONSIBILITIES

- attends auditions
- collaborates with director to prepare and present a character
- attends all rehearsals when called
- attends photo shoots when called
- attends costume fitting when called
- attends all performances
- cleans up after the final performance

SKILLS REQUIRED

- knowledge of acting conventions
- ability to act
- willingness to take direction
- ability to work with a team

WORKS WITH

- Director
- Stage Manager
- Costume Head
- Properties Manager
- Assistant Stage Manager

TASK TIMELINE

The following checklists outline the specific tasks of the actor during the various stages of the production.

Note that these tasks are not necessarily in chronological order. It is important to read over the timeline in advance and plan ahead to ensure that tasks are completed on time.

PRE-PRODUCTION PLANNING

Done	Task	Resources in Handbook
PREPARATION		
	<ul style="list-style-type: none"> • read and analyze the script and note: <ul style="list-style-type: none"> - the plot line - the lifestyles and personalities of characters - period and place of setting - characteristics of the character with references to the script, etc. 	<ul style="list-style-type: none"> • Script Analysis See Stage Manager, p. 85
	<ul style="list-style-type: none"> • ensure that you are familiar with the meaning and pronunciation of all language, especially when preparing a Shakespearean or other period role. (<i>Google it!</i>) 	
	<ul style="list-style-type: none"> • attend production meetings to find out the production schedule and timelines. 	
	<ul style="list-style-type: none"> • talk to the director to discuss the <i>production concept*</i> (<i>See Glossary for definitions of terminology.</i>) and how it suggests the character should be played. 	
	<ul style="list-style-type: none"> • sign up as a Volunteer online at www.northumberlandplayers.ca/get-involved. There is no cost to be a volunteer but you may also choose to become a member of Northumberland Players. <i>Foundations and other donors want to know how many volunteers we have.</i> 	

DURING REHEARSAL PERIOD

LEARNING THE ROLE		
	<ul style="list-style-type: none"> • attend rehearsals promptly as called on the rehearsal schedule posted on the Call Board. 	
	<ul style="list-style-type: none"> • learn lines in order to be <i>off-book</i> by the director's deadline to facilitate blocking. 	
	<ul style="list-style-type: none"> • follow the direction of the director. 	

	<ul style="list-style-type: none"> • keep a personal journal or character diary to explore sub-text, character motivation, ideas for interpretation, etc. 	
	<ul style="list-style-type: none"> • keep own notes about blocking, interpretation, etc. Check with Stage Manager's <i>Prompt Book</i> to review blocking, if necessary. 	
	<ul style="list-style-type: none"> • be attentive during rehearsals. <u>Do not use electronic devices or have conversations</u>. Following the action of play when you are not on stage helps you to understand where your role fits with the other characters. 	
	<ul style="list-style-type: none"> • attend fittings and costume parade to assist Costume Head in organizing all costumes for the production. Be prepared to provide some items, especially for a production in modern street clothes. Discuss undergarments, jewellery, etc. that you should provide. 	
	<ul style="list-style-type: none"> • discuss hair and make-up requirements with Hair and Make-Up Head and determine what you need to provide or to learn. 	
	<ul style="list-style-type: none"> • ask for prompts, if necessary, by asking, "Line?". Be prepared to make corrections or cover after the prompting cut-off. 	
	<ul style="list-style-type: none"> • submit itemized Expense Forms if necessary, with all receipts attached, to the Producer for reimbursement. Receipts cannot be reimbursed unless they are attached to an itemized Expense Form. 	Expense Form - See Producer p. 43
VENUE		
	<ul style="list-style-type: none"> • follow health, cleanliness, safety, and security procedures as outlined by the stage manager and posted on Call Board; for example, sort and dispose of any garbage from your coffee, snacks, etc. Please, do not bring disposable water bottles. Load dishwasher if you use glasses. 	
	<ul style="list-style-type: none"> • assist the Stage Manager in setting up and striking the rehearsal set after each rehearsal so the room is ready for others to use. 	

HELL WEEK - THE FINAL WEEK OF REHEARSALS

PREPARATION		
	<ul style="list-style-type: none"> • practice how make-up and hair should be done for the performances 	
	<ul style="list-style-type: none"> • help Dresser develop Costume Script summarizing changes, especially fast changes backstage. Identify personal preferences for how this should be done. 	

MOVE-IN		
	<ul style="list-style-type: none"> • find out procedures for dressing room and backstage. 	
REHEARSALS		
	<ul style="list-style-type: none"> • attend technical rehearsals and follow instructions of Lighting Operator and Sound Operator as they set the lights and sound. 	
	<ul style="list-style-type: none"> • know the safety and emergency procedures at the venue, including the protocol for stopping the show, as outlined by the Stage Manager. 	
	<ul style="list-style-type: none"> • rehearse fast changes in the wings before the dress rehearsal. Several run-throughs will be needed to become efficient. 	
	<ul style="list-style-type: none"> • attend to the instructions of Properties Manager concerning location, use and return of personal props during performances. 	
	<ul style="list-style-type: none"> • report any safety issue to the ASM; e.g., difficulty seeing steps when coming off stage into dark. 	
	<ul style="list-style-type: none"> • let the Assistant Stage Manger know where you might need assistance; e.g., getting props on quick exit-entrance, or coming off stage in the dark. 	
	<ul style="list-style-type: none"> • wait after each rehearsal for Director's and Stage Manager's <u>notes</u>. 	

THE RUN

PERFORMANCES		
	<ul style="list-style-type: none"> • arrive and check in at least an hour before the show to check your costumes and props, apply make-up, style hair, and warm up. 	
	<ul style="list-style-type: none"> • be on time for calls. 	
	<ul style="list-style-type: none"> • follow the direction of Stage Manager or Assistant Stage Manager concerning movement backstage, especially when there are many entrances, exits, fast changes, props, and practical effects. Actors may be called on to help another Actor. 	
	<ul style="list-style-type: none"> • be quiet and attentive backstage. Keep chatter to a minimum. No electronic devices are to be used backstage. Note that <u>Actors are not usually prompted and are expected to be standing-by</u> prior to an entrance. 	
	<ul style="list-style-type: none"> • return costumes to the rack and report any costumes needing attention to the Dressers. 	

THE STRIKE

CLOSING NIGHT		
	<ul style="list-style-type: none"> • assist with the clean-up of the dressing room and backstage: <ul style="list-style-type: none"> ○ ensure that all your costumes are returned to the rack; ○ make sure your props are all returned; ○ clean up any make-up supplies; ○ ensure that personal belongings are all removed. 	
	<ul style="list-style-type: none"> • assist with the Strike as much as you can. 	
	<ul style="list-style-type: none"> • thank the production team for their contribution to the success of the production. 	
	<ul style="list-style-type: none"> • if the script is rented, remove all markings and return it to the producer. 	