

Keystone Oaks High School Stage Crew
(Description, Rules and Officer Job Descriptions)

Description

The Keystone Oaks High School Stage Crew is a student-run organization that is responsible for maintaining the auditorium and working all the major events and productions held in the auditorium space throughout the school year. In short, we are the people “behind the scenes” that make each production happen. Positions are available each year in these areas: audio, backstage/grip and lighting. Members will usually select one of those areas to “specialize” in each year, though multiple specializations are permitted after consulting with the Faculty Sponsor (Mr. Eibeck).

The following is an *incomplete* list of events, productions and shows that are scheduled throughout the school year. Members are not required to commit to every show or event. Students volunteer to work an event in advance and are scheduled by the Faculty Sponsor and Stage Crew Officers based on the specific needs of the show. Additional events will be added as necessary.

- PATOS Concerts – This is a Four Concert Series on Saturdays every school year.
- Varieties
- Middle School Musical/Play
- MS/HS Music Concerts
- High School Musical
- Mr. KO
- Middle School Talent Show

Rules (in no particular order; they're all important)

In order to create order and ensure the Crew's success throughout the year, all Stage Crew members must read and abide by the rules listed below. Anyone who fails to comply with these rules may be removed from Stage Crew at Mr. Eibeck's discretion.

1. All Crew members must act in a respectful and professional manner whenever they are on duty. This includes:
 - a. Being polite and respectful to the sponsor, other Crew members, event cast members, etc. at all times (use please and thank you)
 - b. Refraining from inappropriate discussion topics
 - c. Staying on task at all times
 - d. Using appropriate language (especially on headset)
2. All Crew members must have appropriate shoes to participate in rehearsals, load-ins/outs, and events. Appropriate shoes have closed toes and closed heels and are in good condition. Sandals, flip flops, high heels, and slippers are never permitted.
3. All Crew members must have appropriate attire. No loose or baggy clothing, no sleeveless shirts, no skirts or dresses may be worn during rehearsals, load-ins/outs, or events.
4. Any member who works a performance **must** have a set of black clothes (a plain black t-shirt and black pants) to wear during a performance. If you do not have these, you will be asked to leave a performance, no matter what job you are supposed to be doing. (There will be no exceptions to this rule. Dark and navy blue is not considered black.) **These are not required for rehearsals or dress rehearsals.**

Keystone Oaks High School Stage Crew
(Description, Rules and Officer Job Descriptions)

5. Crew members are not expected to work events they are not available for, however if a Crew member agrees to work an event and finds they are unable to attend, they are responsible for finding a replacement within their specialty. Crew members have 72 hours after a schedule is posted to request a change due to a conflict. After that time it is the crew member's responsibility to find a replacement.
6. Crew members must arrive in a timely fashion for all events/rehearsals/performances. (You are on time if you are five minutes early. You are late if you arrive at the call time.)
7. By signing up for a show you commit to attending most rehearsals, all dress rehearsals, and all shows. Failure to do so will result in the reduction of community service hours from your total amount of hours at the end of the year. Exceptions can be made for those who speak to Mr. Eibeck three days prior to a rehearsal/performance, but three days notice is **required**. Remember that when you are here you are on crew time. If you don't want to fully participate in an event do not sign up for that event.
8. No roughhousing is allowed in the auditorium at any time.
9. In order to prevent unnecessary distractions, crew members who are not assigned to an event may not be backstage or in other crew areas during an event they are not assigned to work.
10. For the same reason as #9, family and friends of Crew members may not be in Crew areas at any time.
11. All Crew members must have transportation too and from all events. Crew members may not remain in the auditorium after the supervising adult has left the building.
12. Crew members must help maintain the quality and neatness of the auditorium. This includes but is not limited to:
 - a. Neatly and correctly coiling all cables and cords
 - b. Putting away all technical equipment used during an event
 - c. Proper care of headsets
 - d. Returning all tools to their appropriate storage location
 - e. Cleaning up all trash in the auditorium, auditorium office, sound booth, and light room.
 - f. Removing any personal items after long events
 - g. Turning off all lighting and sound equipment
13. No Crew members will be permitted in the overhead catwalk area without permission from Mr. Eibeck.
14. No drugs or alcohol are to be used or consumed before or during any meeting of the Stage Crew. Failure to abide by this rule will result in dismissal from the venue and possible expulsion from the Crew or production. You will also be referred to the appropriate school personnel for disciplinary action.
15. Any member of the crew that disobeys authority figures or breaks the rules will be asked to leave the rehearsal/show.
16. **All School rules apply at all meetings, rehearsals, events, and performance.** More rules will be added as necessary.

Keystone Oaks High School Stage Crew
(Description, Rules and Officer Job Descriptions)

Officer Job Descriptions

- Sponsor—The Faculty Sponsor is the supervising adult for the Stage Crew. Although the crew is a student-run organization, the Sponsor shall have the final authority regarding all Stage Crew business, rules and practices.
- President—Working with the Faculty Sponsor, the President shall preside over and conduct all monthly meetings. He or she will also serve as the Stage Manager for all major productions throughout the year. The president should have experience running the three major areas of the auditorium: sound, lighting and backstage/grip. He or she will work closely with the Faculty Sponsor to ensure that all events are adequately staffed by crew members. In the absence of the Faculty Sponsor, the president shall be in charge of the Stage Crew at any rehearsal or event. Any decisions made in this instance must be brought to the attention of the Faculty Sponsor the next business day for final approval. Other duties will be assigned as needed.
- Vice-President—The Vice President shall assist the President and perform all the duties of the President in the event he or she is absent. He or she should be familiar with the three major areas, and will serve as the chairperson or co-chairperson of his or her specialty. In addition, he or she will work closely with the Faculty Sponsor to ensure that all events are adequately staffed by crew members. Other duties will be assigned as needed.
- Secretary—The Secretary will keep an accurate record of all meeting activity, event attendance, a current roster of members with contact information, and will be responsible for compiling the monthly report required by the school district's administration. He or she will work closely with the Faculty Sponsor to ensure that all events are adequately staffed by crew members. In addition, he or she will also serve as the chairperson or co-chairperson of their specialty. Other duties will be assigned as needed.
- Treasurer—The Treasurer will serve as the head bookkeeper of the Stage Crew's finances. He or she will work closely with the Faculty Sponsor to ensure that any expenses incurred in the operation of the crew are properly documented and funded, and to ensure that all events are adequately staffed by Crew members. In addition, he or she will also serve as the chairperson or co-chairperson of his or her specialty. Other duties will be assigned as needed.