



LESTER CENTRE
OF THE ARTS



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Handbook for Backstage Volunteers

2016 Edition

WELCOME TO THE LESTER CENTRE OF THE ARTS

Thank you for becoming a Backstage Volunteer at the Prince Rupert Performing Arts Centre.

Front-of-House people are the audience members' first contact with the performance and the facility. Therefore, they are a vital part of the total presentation and operation of the PAC and their interest, commitment, and enthusiasm are extremely important in making each presentation a success.

You are the "behind the scenes wizards" who will make everything that is presented on stage magical and entertaining for the audience. Therefore, you are also vital to our overall presentation and your involvement, interest and commitment are essential.

We hope that you will find it both rewarding and exciting to be part of this exceptional team.

STANDARDS OF CONDUCT

- Dress:** Black clothing: shirt with sleeves, pants, socks and shoes.
- Report to:** Lester Centre Technical Director or Stage Manager as assigned.
Call the Lester Centre if you will be delayed for any reason.
- Pre-Show:** Use backstage entrance unless otherwise directed. Adequate instruction in equipment operation must be received from the Lester Centre Technical Director.
- Procedures:** The Lester Centre is a non-smoking facility.
Eating and drinking is not permitted backstage, in the auditorium or control booth.

STAGE MANAGER

- Report To:** Lester Centre Technical Director 60 minutes before curtain time.
- Responsibilities:** Maintain company discipline.
Uphold Lester Centre rules and regulations.
Call all standbys and cues for equipment operators and stage crew
Call all announcements, standbys and cues for performers.
Ensure the Lester Centre is left in good condition after all rehearsals and performances – control booth, stage, auditorium, green room, dressing rooms and rehearsal room.
- Location:** Control booth, on headset, 30 minutes before curtain time
- Procedures:** Remain available for communications via headset from Front-of-House Manager until performance begins.
Begin performance cue sequence after cue from Front-of-House Manager
- Emergency:** Notify Lester Centre Technical Director or General Manager via headset or dispatch available crew member to find and inform Technical Director or General Manager.

FLOOR MANAGER

- Report to:** Stage Manager 60 minutes before curtain time.
- Responsibilities:** Supervise the backstage area.
Maintain safe and orderly conduct among all cast and crew prior to, during and after all rehearsals and performances.
Identify and make known and potential hazards backstage to all concerned.
Relay all announcements, standbys and cues to performers and crew members backstage.
Keep backstage clear of unnecessary scenery, costumes, and props.
Maintain clear access to all exit routes.
Ensure that authorized persons only are allowed backstage.
- Location:** On stage, on headset, 30 minutes before curtain time.
- Procedures:** Act as the stage liaison for the Stage Manager.
Avoid independent actions- consult with the Stage Manager.
- Emergency:** Inform the Stage Manager via headset of any emergencies or problems immediately.
Remain on headset and follow instructions.

LIGHTING CREW

- Report to:** Lester Centre Technical Director as called.
- Responsibilities:** Ensure that no work is done directly over any audience member, performer, or other crew member.
Ensure that crescent wrenches are securely attached to your body by rope or other means at all times.
- Location:** Front-of-House catwalks or on stage as required.
- Procedures:** *Hanging a fixture:*
Hand fixture on bar or lighting pipe.
Tighten C-Clamp finger tight.
Attach safety cable to both fixture and bar.
Tighten C-Clamp with crescent wrench.
Plug in Fixture.
Aim and focus fixture as directed.
- Catwalk Safety:** Fall Restraint Harnesses must be worn and secured at all times while working in the Lighting Catwalks. Loose fixtures must be attended by a member of the lighting crew.
All accessories – cables, bulbs, gel frames – must be removed from the catwalks.
“HEADS” must be shouted in a clear voice in the unlikely event that anything is dropped from the catwalk or from a ladder.

CONSOLE OPERATOR

- Report to:** Stage Manager 60 minutes before curtain time.
- Responsibilities:** Ensure that adequate instruction in equipment operation has been received from Lester Centre Technical Director.
Complete all pre-show equipment checks 30 minutes before curtain time.
- Location:** Control booth, on headset, 15 minutes before curtain time and for the duration of the performance.
- Procedures:** Take all cues from Stage Management – do not act independently.
Maintain minimum noise levels in the control booth.
Use the headset system for show related communications only.
Ensure that authorized persons only are allowed in the control booth.

STAGE HAND

- Report to:** Stage Manager 45 minutes before curtain time.
- Responsibilities:** Unload and load trucks.
Build and strike sets.
Move set pieces on and off stage.
Open and close main drape and traveler.
Assist Floor Manager and Flying Crew, Lighting Crew, Sound Crew as required.
Restore stage to proper condition after rehearsals and performances.
- Location:** Stage or other areas as assigned.
- Procedures:** When an item to be moved is longer than an arm span, two or more Stage Hands are required.
Exercise the same caution if an item is over-weight.
- Backstage Safety:** Wear leather gloves and safety footwear.
Walk; do not run, when performing your duties.

PROPS PERSON

- Report to:** Stage Manager 45 minutes before curtain time.
- Responsibilities:** Collect and maintain all set and hand properties.
Locate and organize props table.
Forward to and receive props from performers.
Restore props to preset locations after each rehearsal and performance.
Assist Floor Manager and Flying Crew, Lighting Crew, Sound Crew as required.
Restore stage to proper condition after rehearsals and performances.
- Location:** Stage or other areas as assigned.
- Backstage Safety:** Walk; do not run, when performing your duties.

WARDROBE PERSON

- Report to:** Stage Manager 45 minutes before curtain time.
- Responsibilities:** Collect, alter and maintain (wash and press) all costumes.
Sort and organize wardrobe racks.
Assist performers during costume changes.
Ensure all costumes are returned to racks immediately after each rehearsal or performance.
Restore dressing rooms to proper condition after each rehearsal or performance.
- Location:** Dressing Room or other areas as assigned.
- Backstage Safety:** Walk; do not run, when performing your duties.