



Actors Circle Producer Responsibilities

Updated 5/5/23

The producer for an Actors Circle Main Season performance is selected by the Play Selection Committee and confirmed by the Board of Directors after consultation with the director if one has been chosen. The producer should be confirmed as soon as possible after the season is confirmed. The producer shall not be a member of the cast of the show they are producing and should inform the Play Selection Committee and Board of Directors of an intention to audition and have them select an alternate to carry out duties 3 and 6.

The producer has the following duties:

1. Establish a preliminary budget for the show and submit it to the board of directors for confirmation. Modifications to this budget can be made after consultation with the Director and confirmation of the Board.
2. Determine number of scripts needed and contact Board member responsible for purchasing scripts if they must be ordered.
3. Schedule Auditions. Auditions for a play should not conflict with a rehearsal for another play.
4. Hold first production meeting. Determine crew required such as Stage Manager, Costumer, Set Designer, Set Builder, Set Painter, Lights and Sound, Choreographer, Dramaturge, or other special needs.
5. Obtain signed contracts for director and set builder.
6. Assist director in finding cast and crew.
7. Assist director in locating props, set pieces, and costumes.
8. Work with publicist to make sure cast and crew are available for photo shoots.
9. Distribute appropriate forms and documents to cast and crew and follow up when required:
 - a. Cast Policies and Procedures
 - b. Cast Bio form.
 - c. Child Safety Guidelines (when children in show)
 - d. Child Clearance instructions (when children in show)
10. Plan and schedule cast party.
11. Approve all receipts submitted for the performance.
12. Coordinate breakdown of set following performance. Make sure all props, set pieces, and costumes are returned and stage ready for next performance.