



ITSDF 2019 COMMITTEE - ROLE DESCRIPTIONS

AUDITION PANEL

PRIMARY PANEL - Monday 8 & Tuesday 9 April

SECONDARY PANEL - Wednesday 10 & Thursday 11 April

(both panels are required to attend the programming day: 15 April)

*Selected panelists will be notified by Production Manager.

VENUE: TBC

- Contribute to the assessment process and select successful items.
- Provide written feedback for all nominations.

PROGRAMMING DAY

Monday 15 April 9:30 - 3:00pm

*all ITSDF 2019 committee members welcome

VENUE: Riverwood Education Office

- Programming of 20 performances
- Organising technical rehearsal schedules

REHEARSAL DIRECTOR

- Attend either Primary or Secondary audition panel along with the programming day.
- Available to attend festival; 2-3 consecutive days in each week
8:30am – 9:30pm.
- Provide constructive and positive feedback to all schools during their technical rehearsal; regarding spacing and floor patterns, props, costuming, movement, technique & safe dance practices along with performance quality. Monitor behavior in auditorium of schools watching rehearsals.
- Liaise with stage management, production team, teachers & students
- Sell merchandise prior to the evening performances, if required.



STAGE MANAGEMENT TEAM

STAGE MANAGER

- Attend technical rehearsals and evening performances: 8:30am – 9:30pm
- Lead production meetings with rehearsal director and VET Entertainment students; run sheets for each performance – black backdrop or cyc, start on or off, crossovers & props.
- Liaise with rehearsal and lighting directors to coordinate the technical rehearsals; keep scheduled times, communicate with students when and where to enter & exit the stage, prior to and during their performance.
- Oversee any VET students allocated to assist with props and side of stage movement.
- Liaise with Assistant Stage Manager, Lighting and Sound Directors & Compères during evening performances.

ASSISTANT STAGE MANAGER

- Attend technical rehearsals and evening performances: 8:30 – 9:30pm
- Work alongside Stage Manager.
- Oversee any VET Entertainment students allocated to assist with props and side of stage movement.
- Liaise with coordinating teachers and choreographers during technical rehearsals and evening performances.
- Communicate with students when and how to exit the stage following blackout.
- Assist students during their performance if necessary.

STAGE DOOR MANAGEMENT TEAM

- Attend scheduled days/ evenings 8:15am – 9:45pm.
- Meet and greet all teachers & students, this is their first point of call at the festival.
- Be supportive and assist with any enquiries or issues teachers may have.
- Sign on all teachers and give out teacher & helper passes (to be returned at the end of each night).
- Allocate dressing rooms for rehearsals & evening performances based on numbers.
- Collect all schools rolls and distribute certificates.
- Assist with student workshops timetable.
- Organise collections of school merchandise orders.
- KEEP PARENTS OUT OF BACKSTAGE AREA AT ALL TIMES.

COMPERE COORDINATION TEAM

- Attend compere auditions to select comperes and provide feedback to nominated students.
- Write scripts for scheduled evening as compere supervisor.
- During scheduled production evenings 3:00 – 9:30pm; supervise comperes and rehearse for their sound check and evening performances.

VET ENTERTAINMENT TEAM

- Attend scheduled production days/ evenings 8:15am – 9:30pm to help supervise and allocate VET Entertainment students into different roles and aspects of the production team for the festival.
- Provide feedback on reports of each of the VET Entertainment students.
- Assist with any production team role that might need filling whilst supervising students.

MERCHANDISE TEAM

- Organise the delivery of school orders to be distributed at the venue.
- Set up pre-performance merchandise store.
- Ensure that enough programs are available each performance.
- Liaise with Production Manager on merchandise sales.
- Keep records and tallies on merchandise sold at the venue and take a stocktake recording each night.
- Rotate in the Student and Teacher Coordination Team role when required.

STUDENT & TEACHER COORDINATION TEAM

- Coordination of teachers & students from dressing rooms to stage during technical rehearsals & performances.
- During performances have one group in each area: (1) on stage (2) in the wings (3) in the blue holding room (4) warm up area (5) waiting in stairwell.
- Ensure that ALL groups in the holding area are warmed up, stretched, in stacking order and focused prior to going onto stage.
- It is essential to manage silence from all performers while in the holding space during evening performances.