



Production and Performance Roles:

Musical Direction

“Music” reviews the scripts and composes/arranges various themes, beds, transitions and cues. Meets with the director early in production to collaborate on how music themes and cues support the director’s vision.

“Music” recruits extra players and performs music themes, beds, and cues during rehearsals and performances. “Music” researches the internet to find royalty-free and paid recordings for use in performance.

TECHNICAL DIRECTION

Oversees the setup, operation, and strike of audio technology during rehearsals and performances. Manages house audio (PA) and audio feeds for recording, broadcast and headsets. Uses effects processing to create audio effects. Oversees computer playback of recorded tracks.

SOUND DESIGNER (SFX)

Develops the creative soundscape to be featured in a production, in collaboration with the producer and director. Devises hardware and techniques for creating individual sound effects. Supervises the performance of sound effects in production.

STAGE MANAGER

In a formal studio/control room facility, the stage manager serves as the director’s surrogate in the studio, while the director oversees production from the control room. In an “open studio” setting with house audiences, the stage manager oversees movement of people and objects within the playing area so that performances are smooth.

HOUSE MANAGER

Responsible for the orderly management of the in-studio audience. Includes ticketing, ushering, oversight, security and food service.

RECORDIST/PHOTOGRAPHER

Oversees videotape and audio recording of rehearsals and performances. Might also shoot/edit promotions and conduct field recording of sounds.

COSTUMER

Sometimes costume elements and hand props are used to set a scene for the audience or to identify and distinguish performers' characters.

TALENT

Voice actors, normally chosen by audition. Actors develop their characters and present those characters in rehearsals. They "take direction" from a director and polish their characters/performances accordingly. Also includes narrators and announcers.

PRODUCTION ASSISTANT (PA)

An assistant assigned to any of the production leaders. Duties are wide-ranging and variable. Normally, PA tasks are discrete, so this is a common role for beginners.

Business Roles:

DEVELOPMENT

"Development" creates and implements a plan to raise funds in a cost-effective and timely manner. Development people may write grants, research foundations and corporations, and oversee or implement other fundraising strategies. "Development" monitors organizational behavior in a way that keeps donors happy. "Development" works closely with Marketing to assure a unified and comprehensive "story."

MARKETING/PUBLICITY

Responsible for defining target audiences and creating/implementing promotional strategies to attract them. Conversely, entrusted with the marketing of the production company's brand and with filling seats for performances. Activities range from posters to social media to radio/TV appearances.

OTHER ROLES:

COORDINATING PRODUCER

The senior manager of a project who defines its purpose, approves scripts, negotiates broadcast time, approves expenditures, recruits producer(s) and takes charge of general administration, promotion, marketing, and

distribution. Troubleshoots snafus.

SHOW/EVENT PRODUCER

In charge of a given production or production event. A show comprising three independent one-acts, for example, could have three producers. The producer recruits and supervises all personnel, tracks time and money expenditures, troubleshoots, et cetera. Also is responsible for production design and supervises post-production and packaging.

DIRECTOR

Principally responsible for creating an experience for the audience. Controls a drama's artistic and dramatic aspects and defines the "theater of the mind" by visualizing the script. Guides the actors and technical crew to fulfill that vision. Key voice in choosing the cast, production design, and the creative aspects of audio. Directors mediate differences in creative visions and keep use of resources within budget.

WRITER:

A writer creates the script for an audio drama production/performance. Scripts may be dramatic stories, commercials, or "continuity" – the material which opens a show, connects one story to another, and concludes a show. Sometimes writers will be asked to write a dramatic script from a public domain short story.