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# TOWN HALL ARTS CENTER

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## **Production Run Crew**

Position: Production Run Crew  
Reports to: Production Director and Technical Director  
Contract and paid position  
Recruitment ongoing

A member of the Run Crew for a production is an important and integral part of the production team. The following are Run Crew duties during the rehearsal and performance process. It is not intended to be comprehensive list. The Technical Director or Stage Manager may have other specific assignments for the Run Crew.

Duties specific to the Backstage Run Crew include:

- Preparing the stage for rehearsal or performance, including sweeping and/or mopping as needed;
- Preparing any special or consumable props before tech or performance;
- Placing (“pre-setting”) or checking the preset locations of all props and set pieces before tech or performance.
- Move and place scenic element during the performance
- Tracking props during tech or performance and making sure they are in position as needed by actors—this includes maintaining the prop table
- Cleaning up onstage or backstage as needed after tech or performance;
- During strike, performing tasks as assigned by the Technical Director.

Backstage Run Crew should dress in solid black clothes suitable to active work, including solid black shoes.

Interested? Please send your resume and theater background to:  
Cheryl McNab, Executive Director, [cmcnab@townhallartscenter.org](mailto:cmcnab@townhallartscenter.org)