

THEATRE TECHNICAL STAFF APPLICATION

FRANKLIN THEATRE COMPANY

Please print/write clearly

Staff #

DATE:

Last Name	First Name	FHS ID Number
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*Grade is your class level, 7, 8, 9, 10, 11, 12

Address	City	Zip
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PHONE NUMBERS: Please indicate primary contact for emergency , or number the order of contact: 1-5

Home: <input type="checkbox"/>	Father's Name _____	Wk: <input type="checkbox"/>	Cell <input type="checkbox"/>
Your Cell Phone	Mother's Name _____	Wk: <input type="checkbox"/>	Cell: <input type="checkbox"/>
Your Email Address: _____		Parent's Email Address: _____	

List Previous Theatre Staff Experience (summarize): On Scale 1-10, rate how you get along with others _____

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Why do you want to work as a Theatre Tech Support Staff member?

Please list number of hours you can work Mon-Fri: Normal hours are 3 to 6 P.M. Weekdays. (2-3 hour minimum)

Mon	Tues	Wed	Thurs	Fri	Sat/Sun Or School Vacation Days (As Required) Required for special work parties to complete set
Total Hours	Can you Work on? Saturdays: Yes <input type="checkbox"/> No <input type="checkbox"/> Sundays: Yes <input type="checkbox"/> No <input type="checkbox"/> School Vacation Days: Yes <input type="checkbox"/> No <input type="checkbox"/>				

Note any conflicts:

**THE FOLLOWING ARE THEATRE AREAS OF WORK,
MARK ALL THAT YOU WISH TO HELP, NUMBER AS PRIORITY
PAGE TWO HAS SUMMARY OF EACH.**

COSTUME DEPARTMENT	MAKE-UP/HAIR DEPARTMENT	PROPS DEPARTMENT	THEATRE DEPARTMENT
SCENERY SHOP DEPARTMENT	SOUND DEPARTMENT	LIGHTING DEPARTMENT	PUBLIC RELATIONS

Do you have? Food Allergies _____ Are you a Vegetarian? _____

*Theatre Management: Stage Manager Assistant Stage Manager House Manager

Note: All students must have a GPA of 2.0 or better and no F's to be a Tech member:

Parent/Guardian Signature	Date Signed
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I have reviewed the above application & hours; and the above named student has my permission to participate

Signature Recommendation by all Current Teachers	DATE	CURRENT GRADE
1		
2		
3		
4		
5		
6		

NOTE: You will be asked to provide a grade status at any time.

Staff_Application See reverse side: brief job description Staffing is required to work rehearsals and performances.

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COSTUME DEPARTMENT:

This department is responsible for maintaining and managing all costumes for the Franklin Theatre Company. This includes assisting with actor measurements, storage of costumes, pulling costumes, repairs, helping during shows with costume changes, and maintaining a costume inventory system.

MAKE-UP AND HAIR DEPARTMENT:

This department is responsible for maintaining and managing all FTC supplied Make-Up and Hair supplies. This includes assisting actors to apply make-up and fixing hair for a show. Setting up and cleaning after a show; Maintaining an inventory system of all supplied Items. This department must coordinate with the Costume Department and show Director.

PROPS DEPARTMENT:

This department is responsible for maintaining and managing all props for theatre. Props consist of the following types: Hand, Set, Trim, Set Dressing, Personal, Greens, Manual Special Effects, and Manual Sound Effects. This function includes assisting the Property Master for shows to find necessary props, constructing props, fixing props, and helping set up the props for each show and then putting away all props used in a show. If "Grips" are required in a show, this department will provide Grips. Grips help place and remove certain props during a show, and sometimes ensuring props are in place for actors to use during a show.

THEATRE DEPARTMENT:

This department is responsible for the actual theatre. This includes maintaining, cleaning, setting up seating, and ensure theatre is in a ready state for actors and audiences prior to each show or when theatre is used by other groups. Setting up the lobby area and cleaning after the show. Ushers are a part of this department who work for the House Manager during all shows.

SCENERY SHOP DEPARTMENT:

The scenery shop is responsible for maintaining, repairing, and construction of all materials used for theatre sets and props. Scenery shop is also the shop for the department to construct other items used by the theatre department. Learning to use hand and power tools is required. You will be working with paint and its tools to paint items and sets. Helping keep SHOP area clean and orderly.

LIGHTING DEPARTMENT:

This department is responsible for all lighting equipment and lighting the stage for all shows. Includes learning how to hang lights, types of cords, clean lights, install gels and gobos, and to use ladders and Geni lift to get to lights. Also required is to learn how to operate lighting console, program, and run lights for a show from a script.

SOUND DEPARTMENT:

This department is responsible for all sound equipment that includes speakers, wiring, hand and body microphones, sound console, Macintosh computer, and all equipment associated with sound.

PUBLIC RELATIONS:

This department helps with poster making and advertising. Also includes knowing how to use video and camera equipment to help document shows. Knowledge how to work a Mac and a PC is required.