

The Addams Family - A New Musical Comedy

Conrad Centre For The Performing Arts

May 27 to June 6, 2020

Music & Lyrics by Andrew Lippa Book by Marshall Brickman & Rick Elice

Show Synopsis:

THE ADDAMS FAMILY, a comical feast that embraces the wackiness in every family, features an original story and it's every father's nightmare: Wednesday Addams, the ultimate princess of darkness, has grown up and fallen in love with a sweet, smart young man from a respectable family – a man her parents have never met. And if that wasn't upsetting enough, Wednesday confides in her father and begs him not to tell her mother. Now, Gomez Addams must do something he's never done before – keep a secret from his beloved wife, Morticia. Everything will change for the whole family on the fateful night they host a dinner for Wednesday's "normal" boyfriend and his parents.

Cast Size: 20+ For more information: <u>https://www.theatricalrights.com/show/addams-family-musical/</u>

Kitchener-Waterloo Musical Productions (KWMP) is a not-for-profit community theatre organization founded in 1948. We aim to give members of Waterloo Region a chance to experience high-quality community theatre, both on and off stage. We endeavour to make our shows, affordable, entertaining and inclusive while providing training for the next generation.

Applications for the Creative Team:

Director, Music Director, Choreographer, Production Manager, Stage Manager, Assistant Stage Manager(s), Assistant Director, Music Assistant, Rehearsal Pianist, Props Designer, Props Assistant, Set Designer, Assistant Set Designer, Head Carpenter, Assistant Carpenter, Scenic Painter, Costume Designer, Costume Assistant, Tech Director, Lighting Designer, Lighting Assistant, Marketing Assistant

In addition to these positions, KWMP is also looking for volunteers to help out with props, sewing, painting, set construction, and other jobs that help create the show. Please contact us if you would like to volunteer. <u>Volunteer Application Form</u>

Application Instructions:

- Please apply via <u>Google Form</u>: Additional documentation may be sent via <u>auditions@kwmp.ca</u>.
 Deadline: Sunday, September 29, 2019
- Outlines of positions, requirements and expectations are posted as links on kwmp.ca
- The selection process will be made within 14 days of the deadline. Director will be selected and contacted first with all other decisions and offers made in collaboration with the director.
- Position of Director, Music Director, Choreographer, and Rehearsal Pianist are to be present at cast auditions/callbacks.
- Auditions proposed to take place on November 12, 13. Video auditions are due November 12. Callbacks to follow on Saturday, November 16. Cast to be determined by the Director, Musical Director and Choreographer: successful candidates to be notified by Production Manager within two days of final callbacks.
- Costumes, props, and sets will begin in intervening months.
- Rehearsals begin in February 2020 for vocals and large group choreography moving into intense rehearsal from May 3, 2020 and run every Thursday evening and Sunday afternoon and evening until theatre load-in.
- We would gladly accept and review both individual and team submissions (especially Music Director/Director duo)
- Successful applicants will be asked to submit a Vulnerable Sector Check (police check) with any fees paid by KWMP

Pertinent Dates:

- Auditions: Video auditions due November 12. Live auditions will be held November 12/13 with callbacks on Saturday, November 16.
- Rehearsals begin: February 2020 with vocals and large group choreography. Intensive begins May 3, 2020
- Rehearsals: Thursdays from 6:30pm to 10pm, Sundays from 1pm to 10pm (Wednesdays if needed for choreography or leads dependent on availability of space and at discretion of directors)
- Load in/set-up at Conrad Centre: May 23/24, 2020
- Tech/dress: May 24, 25, 26
- Performances: May 27-June 6 (8)

Show info and expectations:

- This production will take place at the The Conrad Centre for the Performing Arts, 36 King St, W in Kitchener, a 260 seat venue that can be confirmed in Thrust or Proscenium.
- When casting, KWMP is first and foremost an amateur community theatre group. The priority is to involve amateur performers from the local community. The use of professional performers should be limited to special circumstances and must be approved by the board Producing Committee prior to offering roles.
- KWMP owns and operates a shared community Rehearsal Hall located at 14 Shaftsbury kitchener with 3 rehearsal halls, a costume shop, an extensive workshop for set building and a large collection of costumes, sets and props. We have booked the building for this production on Thursday evenings and Sunday afternoons. If you need to use the space outside that time you can book through the Production Manager. The nature of a shared space means that sets, costumes and props need to be cleared from the hall after rehearsal. We have rented a semi-trailer that will be parked at the bay door to store sets and props.
- All rehearsals and call-backs are to take place at the hall or theatre.
- The success of KWMP comes from at least 2 key achievements: artistic and financial. We have prepared a draft budget based on our previous productions, and we welcome your ongoing feedback on the budget. We hope to ensure that you have the flexibility needed to enable your success. We appreciate that you all do everything you can to help us achieve success on both fronts, and we thank you for this.

Director

\$1200 Honorarium

The director is responsible to the producer/board of directors.

The KW Musical Production board invites you to think of your vision for The Addams Family and present this vision to the board during the creative team selection process.

Duties:

- Assesses and analyzes every aspect of the play: plot, character, mood, rhythm, style—both literary and theatrical
- Researches the playwright, the period, and the style
- Executes and interprets the artistic components of the show
- Rehearses and prepares the actors
- Communicates the artistic vision to the designers and all other departments
- Attends all production meetings
- Works within a budget

Skills:

- Knowledgeable in all aspects of theatre, including design, lighting, sound, costume and acting technique
- Excellent communication skills
- Strong organizational skills
- Prepared to spend the necessary rehearsal and preparation time
- Strong intuition
- Clear artistic vision
- Willingness to work with many people with a range of experience and abilities
- Likes the play
- Enthusiasm for the project

Notes:

Communicating the artistic vision to the large cast, crew and production team required in musical theatre is one of the largest challenges the director will meet. The Director should also define expectations with Choreographer: which scenes requiring blocking and which scenes require choreography. It is particularly important that the director consciously communicate in a helpful, creative, supportive and constructive manner. Directors should avoid negative communication methods such as: blaming, yelling, accusing, threatening, nagging, guilting, and not listening.

Music Director

\$1200 Honorarium

The music director is responsible to the director for all musical aspects of the production.

Duties:

- Collaborates with director
- Auditions the singers and may make recommendations to the director for casting
- Schedules music rehearsals with the director, choreographer and stage manager
- Must have strong musicianship and keyboarding skills
- Teaches the cast members the show's music
- Leads music rehearsals—principals, chorus and musicians
- Serves as the conductor, or, in consultation with the producer and director, hires the conductor
- In consultation with the producer and director, hires the rehearsal pianist and the orchestra musicians
- Works with the sound designer
- Attends production meetings
- Attends rehearsals

- Strong musical sense
- Strong conducting ability
- High level of piano proficiency
- Accompaniment skills an asset
- Ability to teach
- Knowledge of music styles and history
- Strong interpersonal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills

Choreographer

\$600 Honorarium

The choreographer is responsible to the director for the creation of all dance movement for the production.

Duties:

- Collaborates with director
- Auditions the dancers and may make recommendations to the director for casting
- Schedules dance rehearsals with the director, the music director and the stage manager
- Teaches the cast members how to execute the choreography
- Leads choreography rehearsals
- With the director, blocks and directs those areas of the play that move into and out of the musical numbers
- Functions as a movement coach throughout the show, particularly if it is a period piece and a certain style of movement is required
- Attends production meetings
- Attends rehearsals

- Strong visual sense
- Strong choreographic skill
- Ability to teach
- Knowledge of dance styles and history
- Strong interpersonal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills

Production Manager

\$600 Honorarium

The Production Manager reports to the Board of Directors.

Duties:

- Oversees and keeps up to date on all developments from inception to final wrap-up of the project.
- Responsibility is to the Board of Directors

Creative Team Call/ Auditions Call

• Offers assistance to, but is not responsible for, the Creative Team call and audition call. This is the responsibility of the Chair of the Performance Committee.

Production Team Supervision

- Oversees the signing of contracts for Creative Team and Orchestra members
- Creates a Production Team contact list
- Organizes tech equipment and schedule in consultation with production team.
- Coordinates with venue to ensure technical requirements are met
- Ensures everyone has a clear job description and is able to do his/her job effectively
- Fosters team spirit
- Sets a Master Production schedule which includes rehearsal schedule, all departments' schedules/deadlines, technical rehearsals
- Establishes deadlines and ensures they are met, including a date after which no major changes to props, sets or costumes may be made.
- Prioritizes and manages finances, adhering to an approved budget for the production set by the Treasurer approved by the Board of Directors
- Chairs all weekly production meetings, attends the first rehearsal, all of technical week, and opening night
- Works with the various creative personnel to find ways to solve design problems and make the vision meet the budget
- Provides minutes of production meetings to the Board of Directors

Responsibility to Board of Directors

• Briefly attends monthly board meeting to deliver a report.

Pre-Theatre Load-in

- Coordinates with theatre tech personnel for meeting to discuss tech needs. Several members of Production team may be involved (e.g. Set Designer, Tech Director, Lighting Designer, Sound Designer)
- Arranges for transportation of technical items, costumes, props, furnishings, etc. to the theatre
- Collects volunteer production hours from cast (or department heads) and submits to Treasurer for disposal or deposit of cheques
- Ensures that department heads have enough volunteers to complete their tasks at theatre

Post Production

- Ensures that all (paid) Creative Team members and orchestra members are paid
- Arranges for transportation of technical items, costumes, props, furnishings, etc. to be returned to KWMP
- Ensures all departments have completed their clean-ups and returns of borrowed or rented equipment
- Ensures that scripts are collected, cleaned and returned within a week of show closing
- Ensures all accounts are paid, in coordination with Treasurer and bookkeeper

- Creates the financial report showing the original budget and the project actual expenditures in coordination with the Treasurer/bookkeeper
- Arranges a Post Mortem Production meeting (or collects reports from department heads)
- Submits a production manager report including all department reports and financial report to the Board of Directors

- Highly organized
- Financially responsible
- Strong communication skills
- Approachable and able to mediate disagreements, to solve the problem(s), and inform the Board of Directors
- Enthusiastic about the project
- Strong interpersonal skills
- Strong organizational skills
- Strong supervisory skills\
- Ability to delegate, motivate and encourage others

Stage Manager

\$900 Honorarium

The stage manager is responsible to the producer/director.

Duties:

General:

- Arranges for the selection of assistant stage managers
- Attends all production meetings

Auditions:

- Notifies all auditioners about whether they have been cast
- Coordinates auditions with directorial team and the Production Committee and Production Manager

Preparation for Rehearsal:

- Creates cast contact list
- Prepares lists and forms for distribution to the actors
- Prepares, in cooperation with the Director, a preliminary list of props necessary to begin rehearsal and works with Props Designer to have appropriate props available as determined
- Creates a rehearsal schedule in cooperation with Directorial team, and ensures that schedule is adhered to by directorial team
- Tapes out the set on the rehearsal hall floor
- Prepares the green room area

Rehearsals:

- Responsible for the smooth running of rehearsals
- Ensures rehearsal props are available
- Ensures rehearsal space is safe and usable
- Maintains a neat, orderly and easily understandable prompt book
- Notes start time, break time, finish time of rehearsals
- Takes blocking notes, missed lines, entrances and exits
- Prepares and distributes daily production notes
- Cooperates with Costume Designer for cast to be available for fittings when not disruptive to rehearsals

Tech Week:

- Organizes cue to cue and all technical rehearsals
- Responsible for calling all cues
- Oversees all backstage activities
- Ensures the show is running smoothly

After Opening:

- Takes responsibility for maintaining the director's vision throughout the run
- Monitors that all production personnel and actors report in
- Prepares and distributes performance reports

Health and Safety:

- Prepares health and safety data sheets
- Has First Aid training or ascertains someone on the cast or crew who is First Aid trained, and makes the identity of First Aid person clear to cast and crew
- Ensures first aid kit is stocked
- Ensures all actors and crew know where all fire exits, fire extinguishers are located
- Posts health and safety information
- Liaises with front of house, calling fire/ambulance/police in case of emergency
- Takes responsibility for evacuation of actors and crew in case of emergency
- Works closely with the director, producer and actors

- Strong organizational skills
- Strong communication skills
- Strong problem-solving skills
- Calm and helpful manner under pressure
- Ability to multitask
- Sense of humour
- Knowledge of lighting and sound equipment
- First Aid training if possible

Assistant Stage Manager(s)

Volunteer Position

The ASM is responsible to the Stage Manager

Duties:

- Assigned specific stage management tasks under the supervision of the stage manager.
- In rehearsal the assistant stage manager may be responsible for assisting with paperwork
- Prompting
- Rehearsal props preset
- Coordinate backstage traffic
- In emergency situations, the assistant stage manager's familiarity with the play makes them an ideal pinch-hitter for lighting or sound operators.
- Attends production meetings
- Attends rehearsals

- Strong organizational skills
- Strong communication skills
- Calm and helpful manner under pressure
- Ability to multitask
- Sense of humour
- Knowledge of lighting and sound equipment
- First Aid training if possible

Assistant Director

Volunteer position

The assistant director is responsible to the director.

Duties:

- Collaborates with the director
- Attends rehearsals
- Rehearses and prepares the actors
- Adheres to director's artistic vision

Skills:

- Excellent communication skills
- Strong organizational skills
- Prepared to spend the necessary rehearsal and preparation time
- Strong intuition
- Willingness to work with many people with a range of experience and abilities
- Enthusiasm for the project

Music Assistant

Volunteer position

The music assistant is responsible to the music director.

Duties:

- Collaborates with the music director and rehearsal pianist.
- Attends rehearsals
- Must have strong musicianship and keyboarding skills
- Teaches the cast members the show's music
- Leads music rehearsals —principals, chorus and musicians

- Strong musical sense
- Strong conducting ability
- High level of piano proficiency
- Accompaniment skills an asset
- Ability to teach
- Knowledge of music styles and history
- Strong interpersonal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills

Assistant Choreographer

Volunteer position

The assistant choreographer is responsible to the choreographer.

Duties:

- Collaborates with the choreographer
- Attends rehearsals
- Rehearses and prepares the actors/dancers
- Adheres to director's artistic vision

- Excellent communication skills
- Strong organizational skills
- Prepared to spend the necessary rehearsal and preparation time
- Strong intuition
- Willingness to work with many people with a range of experience and abilities
- Enthusiasm for the project

Rehearsal Pianist

\$300 honorarium

The rehearsal pianist is responsible to the music director.

Duties:

- Collaborates with the music director and music assistant.
- Attends auditions
- Attends rehearsals
- Must have strong musicianship and keyboarding skills
- Teaches the cast members the show's music
- Leads music rehearsals —principals, chorus and musicians
- Accompanies run throughs
- Plays in the pit band

- Strong musical sense
- Strong conducting ability
- High level of piano proficiency
- Accompaniment skills necessary
- Ability to teach
- Knowledge of music styles and history
- Strong interpersonal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills

Props Designer

\$480 Honorarium

The props and furnishing designer is responsible to the director/production manager.

Duties:

- Collaborates with director and set designer
- Builds, borrows, rents props or furnishings based on blueprints and drawings supplied by set designer
- Coordinate volunteer team to create props
- Attends production meetings
- Supplies rehearsal props and/or furnishings
- Attends first rehearsal
- Attends other rehearsals as available
- Attends load-in and set-up, dress rehearsals, etc.
- Arranges to replenish or repair props and/or furnishings during the run
- Works within a budget
- Is available to put props away when they are returned to KWMP following show week

Skills:

- Ability to build, repair props and/or furnishings
- Talent for scrounging and getting great bargains
- Driver's license
- Strong interpersonal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills

Props Assistant

Volunteer position

The props assistant collaborates with the props manager, stage manager and director, and is responsible to the props manager/director.

Duties:

- Collaborates with props designer
- Attends rehearsals as available and tracks changes of cast for time/location
- Builds, borrows, rents props or furnishings
- Helps to replenish or repair props/furnishings during the run

- Creative, crafty
- Artistic
- Strong organizational skills
- Driver's license
- Able to work Sundays

Set Designer

\$600 Honorarium

The set designer collaborates with the director, and is responsible to the Director for realizing the vision and to the Production Manager for timelines and budget restraints.

Duties:

- Collaborates with Director on establishing a set design. Discussions should include Choreographer for levels and entrances/exits and viability for movement on stage.
- Collaborates with director, costume and lighting designers on a colour palette
- Creates a maquette to communicate the final "look" of the set if needed
- Creates a set of accurate drawings for the builders/performance venue
- Creates drawings for props/furnishings coordinator
- Meet deadlines put in place by board of directors/production manager
- Attends production meetings
- Attends first rehearsal and presents design concept
- Consults with scenic artists and set painters to make vision clear. Monitors artistic look of final product.
- Coordinates with props and furnishings creator and Director for approval of changes deemed necessary
- Is welcome at all production meetings
- Works within a budget

Skills:

- Strong visual sense
- Ability to draw and build maquettes
- Knowledge of architectural styles and history
- Strong interpersonal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills
- Financially responsible

Assistant Set Designer

Volunteer position

The assistant set designer collaborates with the set designer, and is responsible to the set designer.

Duties:

- Collaborates with set designer on establishing a set design.
- Works with set designer on creating a maquette to communicate the final "look" of the set if needed
- Works with set designer on creating a set of accurate drawings for the builders/performance venue
- Works with set designer on drawings for props/furnishings coordinator
- Meet deadlines put in place by board of directors/production manager
- Attends first rehearsal
- Consults with scenic artists and set painters to make vision clear. Helps monitor artistic look of final product
- Helps coordinate with props and furnishings creator for approval of changes deemed necessary

Skills:

• Strong visual sense

- Ability to draw and build maquettes an asset
 Knowledge of architectural styles and history
 Strong interpersonal skills
 Strong communication skills
 Strong organizational skills

Head Carpenter

\$375 Honorarium

The head carpenter is responsible to the set designer/production manager.

Duties:

- Interprets the set designer's drawing into the reality of a set
- Builds scenic elements
- Manages and direct the building crew
- Meet building schedule set by director/production manager
- Attends production meetings
- Attends first rehearsal
- Attends other rehearsals as available
- Attends load-in and set-up
- Attends load in back to KWMP
- Works within a budget

Skills:

- Strong background in technical aspects of production
- Appreciation for the design process
- Ability to interpret construction plans
- Strong knowledge of health and safety legislation, policies and practices
- Strong interpersonal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills
- Financially responsible

Carpenter Assistant

Volunteer position The carpenter assistant is responsible to the Head Carpenter.

Duties:

- Collaborates with the Head Carpenter to build the set design
- Builds scenic elements
- Collaborates with other building crew
- Attends first rehearsal
- Attends other rehearsals as available
- Attends load-in and set-up
- Attends load in back to KWMP
- Works within a budget

- Background in technical aspects of production
- Appreciation for the design process
- Ability to interpret construction plans
- Knowledge of health and safety legislation, policies and practices
- Strong interpersonal, communication and organizational skills

Set Painter / Scenic Artist

\$300 Honorarium

The scenic artist collaborates with the director and set designer, and is responsible to the production manager/director.

Duties:

- Collaborates with set designer to establish a set design colour palette
- Organizes through PM and paint captain to view existing paint and arranges (with paint captain) for purchases of paint, brushes, rollers, etc., to take place in advance of painting schedule
- Provides (if also set designer) or obtains maquette from SD and drawings for clear view of finished look of set pieces
- Creates, purchases (budget item) or locates any masks or stencils for wallpaper looks
- Communicates with head carpenter for set piece completion and identifies set pieces for paint captain
- Gives workshops with demonstrations for paint captain (and volunteers) on techniques for finished effects on set pieces
- Performs final detailing to set to complete set designer's vision
- Works within a budget

- Strong visual sense and imagination
- Strong commitment to meeting deadlines to facilitate set completion
- Ability to follow instructions
- Artistic ability to use techniques to create desired effects in set designer's vision
- Strong interpersonal skills
- Strong communication skills
- Strong organizational skills
- Strong supervisory skills
- Financially responsible
- Willingness to provide mentorship opportunities

Costume Designer

\$600 Honorarium

The costume designer collaborates with the director, and is responsible to the production manager/director.

Duties:

- Collaborates with director on establishing a costume design
- Collaborates with director, set and lighting designers on a colour palette
- Takes measurements of all cast members
- Buys, rents, or borrows costumes and accessories
- Adapts clothing to suit a character and the actors' activities (safety, comfort, and movability)
- Sews costumes if necessary
- Attends production meetings
- Supplies rehearsal costumes
- Attends first rehearsal and presents design concept; Attends other rehearsals as available
- Attends costume parade, dress rehearsals, etc.
- Coordinates dressers for costume changes
- Arranges to repair and clean costumes during the run
- Supervises return of any borrowed costumes or accessories
- Works within a budget

Skills:

- Advanced sewing skills
- Ability to create or alter patterns an asset
- Strong visual sense
- Ability to draw
- Knowledge of clothing styles and history
- Strong interpersonal and communication skills
- Strong organizational skills
- Strong supervisory skills
- Financially responsible
- Willingness to provide mentorship opportunities

Costume Assistant

Volunteer Position

The Costume Assistant collaborates with the Costume Designer to bring their vision to stage

Duties:

- Collaborates with Costume Designer
- Cutting wardrobe pieces from patterns
- Sews costumes
- Fits and alters costumes
- Available during some/all shows to help with cast dressing/changes, laundry and repairs
- Laundry and repairs following show close

- Creative, crafty
- Sewing skills
- Strong organizational skills

Technical Director

\$300 Honorarium

The technical director collaborates with the director, set designer, producer, and stage manager. (artistic and technical departments)

Duties:

- ensures all technical aspects of the production work smoothly and safely
- coordinates schedules so the lighting, sound, set and other crews have the time they need to set up their work onstage
- coordinates with the director and stage manager to ensure actor safety and fulfillment of the director's vision
- Rigging the placement and safety of any elements that are placed over the stage in coordination with lighting and fly crews
- Pitching in on any crew that needs help, including: construction, lighting, painting
- May be called upon to design sets or lighting if needed

- Thorough understanding of all aspects involved in technical theatre, including construction, lighting equipment, rigging and sound.
- Strong interpersonal skills
- Strong communication skills
- Strong organizational and time management skills
- Strong supervisory skills
- Strong knowledge of health and safety legislation, policies and practices
- Willingness to provide mentorship opportunities

Lighting Designer

\$600 Honorarium

The lighting designer collaborates with the director, and is responsible to the production manager.

Duties:

- Collaborates with director on establishing a lighting design
- Collaborates with director, set, costume and properties designers on a colour palette
- Creates a lighting plot, ground and elevation plan based on the timelines that are laid out by production manager
- Creates cue sheets
- Attends production meetings
- Attends first rehearsal and presents design concept
- Attends other rehearsals as available
- Coordinates rental of additional lighting equipment
- Attends load-in, lighting hang, lighting focus, level set, dress rehearsals, etc.
- Works within a budget

Skills:

- Strong visual sense
- Understanding of the interaction of colour, light and shadow in three-dimensional spaces
- Understanding of lighting equipment (lamps, lighting boards, dimmers, wiring, etc.)
- Strong interpersonal and communication skills
- Strong organizational skills
- Strong supervisory skills
- Financially responsible

Lighting Assistant

Volunteer position

The lighting assistant is responsible to the lighting designer.

Duties:

- Collaborates with the lighting designer
- Attends rehearsals as required
- Coordinates rental of additional lighting equipment
- Attends load-in, lighting hang, lighting focus, level set, dress rehearsals, etc.
- Adheres to director's artistic vision

- Strong visual sense
- Understanding of the interaction of colour, light and shadow in three-dimensional spaces
- Understanding of lighting equipment (lamps, lighting boards, dimmers, wiring, etc.)
- Strong interpersonal and communication skills
- Strong organizational skills

Marketing Assistant

Volunteer

Work with the marketing team to promote the show.

Duties:

- Collaborates with marketing team
- Develop a marketing plan to promote the show
- Manage social media profiles
- Oversee promotion events
- Proofread and edit

- Background in marketing is a plus
- Creative
- Hard working
- Excellent writing