

All-of-us Express Guild Program



A step-by-step guide to skill and knowledge advancement at All-of-us Express Children's Theatre.

Guild Program Advancement Levels

- Apprentice: Basic level of experience
- Journeyman: Middle level of knowledge & experience
- Master: Advanced level of technical knowledge, leadership skill and experience

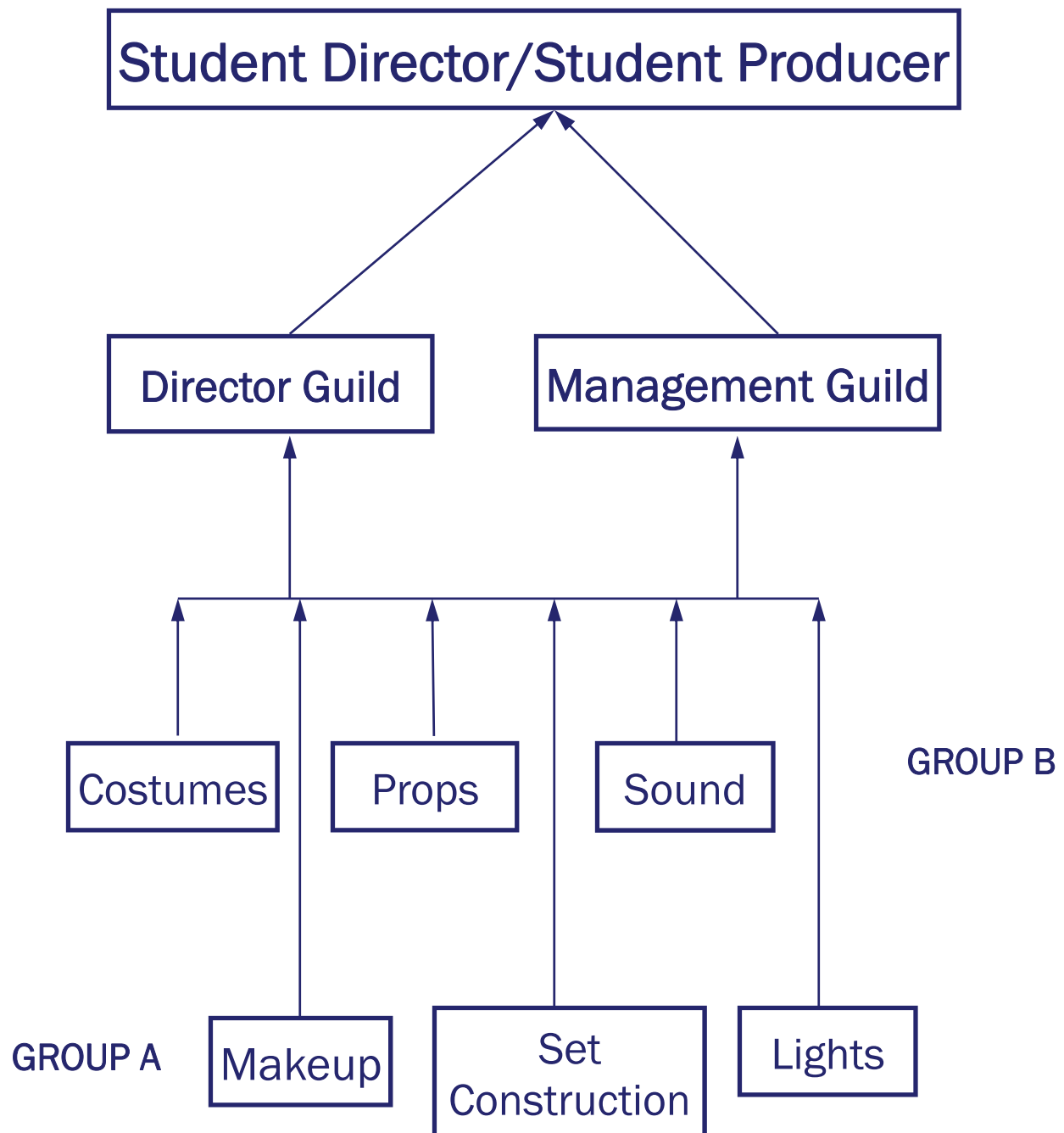
It is the mission of All-of-us Express Children's Theatre to offer young people of all backgrounds, cultures and lifestyles the opportunity to produce professional quality plays, study many aspects of the dramatic arts, and develop valuable life skills while providing outstanding entertainment to the community.

Questions? Call (517) 394-4118

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Structure of the Guild Program



Director Guild

The Director Guild is responsible for:

- Being dependable, respectful, prompt and professional at all times.
- Keeping a positive and helpful attitude that is representative of All-of-us Express during all company activities.
- Filling each of the following positions for a single production:

1. Assistant Director -

Works with the Director on all pre-production tasks; attends all production meetings, auditions, rehearsals and performances; selects the scenes to be used in auditions; serves as the Director's main assistant, helping with all activities from note taking to running warm-ups to tracking attendance, calling cues and being 'on book' during rehearsals.

2. Technical Director -

Oversees all stagecraft related crews, including Sound, Lights, Set Construction and Props; attends all production meetings, crew meetings, Tech Week rehearsals; supervises load-in and load-out, supervises the construction of and strike of the set; works hand-in-hand with the Stage Manager and reports regularly to the Show Director.

3. Dramaturge -

Performs all research for the production including time period, trends and styles, location, language, themes and character aspects; provides detailed information to the director and crew heads as needed; consults on PR and marketing materials including flyers, posters and show programs; creates the study guide for the production.

DIRECTOR GUILD ADVANCEMENT

To be considered for participation in this guild, one must be at least twelve years of age, have been cast in at least one production and have earned an apprentice badge for each crew within either Group A or Group B of the Guild Program. (See chart on page 3) The crews are structured in such a way that by completing the apprentice level of each crew within one of the groups, participants have been exposed to the basic areas of production. They are therefore ready to be considered for an Assistant Director position.

Apprentice Level

- Serve as Assistant Director or Technical Director, according to assignment by the Artistic Director, for at least one production. This will include independently directing at least one scene in the production.

Journeyman Level

- Serve as Assistant Director or Technical Director, opposite to the role served for the Apprentice level, for at least one production.

Master Level

- Serve as Dramaturge for at least one production.



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Management Guild

The Management Guild is responsible for:

- Being dependable, respectful, prompt and professional at all times.
- Keeping a positive and helpful attitude that is representative of All-of-us Express during all company activities.
- Filling each of the following roles for a single production:

1. Stage Manager

Prior to performances - responsible for the prep and set up of auditions as well as first read, rehearsal area prep and floor taping, acts as liaison between the show director and crew heads during the rehearsal period.

During Performance - works together with the assistant director to run the show, calls all running cues to set movers, props runners and costumers.

2. House Manager

Oversees the following experience crews - party, concessions, box office and ushers.

3. Producer

Oversees the following experience crews - publicity, historian, window painting and programs.

MANAGEMENT GUILD ADVANCEMENT

To be considered for participation in this guild, one must be at least twelve years of age, have participated on at least two experience crews and one running crew and have been cast in at least one production. By having met these requirements, participants have been exposed to both the front of the house and the backstage aspects of the theater. They are, therefore, ready to be considered for placement in the Management Guild.

Apprentice Level

- Serve as either Stage Manager or House Manager, according to assignment by the Artistic Director, for at least one production.

Journeyman Level

- Serve as either Stage Manager or House Manager, opposite to the role served for the Apprentice level, for at least one production.

Master Level

- Serve as Producer for at least one production.



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Scripting Guild

This guild requires a season-long commitment.

The Scripting Guild is responsible for:

- Writing one script per season to be performed by the company as a mainstage production in the following season.
- Writing two scripts for ACTORS (All-of-us Express Children's Theatre Often Returning Storytellers), one for general touring and one for performance at the Mid-Michigan Historical Museum, and one for SBST (Story Book Story Theatre) each season.
- Learning all aspects of script writing including but not limited to structure, interpretation and staging.
- Researching all aspects of the storyline and providing the production team with information about time periods and styles as well as suggestions for staging.
- Active participation on the Season Selection Panel.
- Recommending at least 12 scripts to be looked at by the Season Selection Panel of the following seasons.



SCRIPTING GUILD ADVANCEMENT

To be considered for participation in the Scripting Guild one must be at least twelve years of age, have participated on at least two of the experience crews and have been cast in at least one show.

Apprentice Level

- Attend at least half of the Scripting Guild meetings during one season.
- Actively contribute ideas during brainstorming and writing sessions.
- Complete writing and editing assignments in a professional and timely manner.

Journeyman Level

- Must hold an apprentice badge in Scripting.
- Must attend all meetings of the Scripting Guild for a full season.
- Actively contribute to all brainstorming, writing and researching for the project.
- Show an improved level of understanding and skill in the areas of writing, storytelling, editing, script structure and research.
- Contribute to production notes for crew heads.

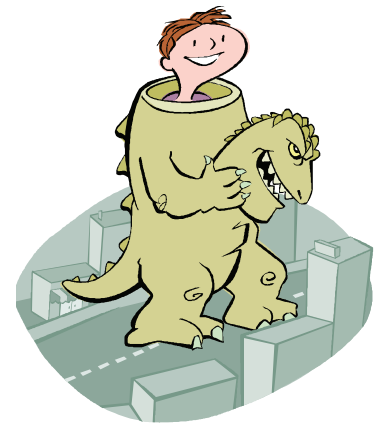
Master Level

- Must hold a journeyman badge in Scripting.
- Attend all meetings of the Scripting Guild for a full season.
- Assist the crew head in planning the agenda for all meetings.
- Oversee all necessary research and editing for a full season.
- Compile and prepare all production notes for crew heads to include with the script.

Costume Guild

The Costume Guild is responsible for:

- Reading and understanding the script and using it as a reference tool.
- Researching the period and style of the costumes to be designed for the show.
- Learning to use tools and materials in a safe manner.
- Keeping the costume shop clean and orderly.
- Assisting performers with costumes for fittings, publicity photo shoot, dress rehearsals and performances.
- Packing costumes, equipment and supplies for load-in and load-out.
- Setting up and taking down the costume area at the theater.
- Watching dress rehearsals and compiling lists of needed costume changes, then assisting with making those changes.
- Assisting with costume quick-changes and repairs.
- Cleaning and putting away equipment and supplies so the costume area is ready for the start of the next production.



COSTUME GUILD ADVANCEMENT

Apprentice Level

- Attend at least half of the scheduled costume workshops, as well as dress rehearsals, performances load-in, load-out, and clean-up.
- Demonstrate the appropriate attitude and complete all assigned tasks with a cheerful, helpful demeanor.

Journeyman Level

- Must hold an apprentice badge in Costumes.
- Must attend at least two thirds of all costume workshops, as well as tech week rehearsals, performances and clean up.
- Demonstrate leadership ability by helping crew with design and construction.
- Demonstrate an understanding of the basic principles of costume design and construction, tool use, maintenance and safety.
- Have assisted with photo shoot and crewed two or more shows.

Master Level

- Must hold a journeymen badge in Costuming.
- Design costumes for a small show (mainstage, studio or small troupe).
- Organize and supervise all aspects of the Costume Crew with the guidance of the adult crew head.

Makeup Guild

The Makeup Crew is responsible for:

- Reading and understanding the script, including the characters.
- Learning to use tools and materials in a safe manner.
- Keeping the makeup areas clean and orderly.
- Developing makeup designs for the production.
- Putting together the individual kits used by performers.
- Helping performers with makeup for the publicity photo shoot.
- Conducting training sessions.
- Packing makeup and hair equipment and supplies for load-in.
- Setting up and taking down the makeup area and running makeup for all shows.
- Watching dress rehearsals and compiling lists of needed changes to hair and makeup, then assisting performers with making those changes.
- Assisting with makeup quick-changes and repairs.
- Packing makeup equipment and supplies for load-out.
- Cleaning and putting away equipment and supplies for the start of the next production.
- Doing required hairdressing before dress rehearsals and shows, including graying hair, applying wigs and hair pieces, such as beards, moustaches, side burns, etc.

The Makeup Crew is a little different than other crews because its mission has a large teaching and support component. Makeup is the first and the last area used by performers at the theater. It is the job of the makeup crew to support the performers in this necessary task. We are literally “in the face” of the performers; our attitude can affect the tenor of the entire show.

MAKEUP GUILD ADVANCEMENT

Apprentice Level

- Attend all scheduled sessions: first read, publicity photo shoot, makeup crew workshops, cast workshops, both dress rehearsals, all shows, and the final clean-up.
- Demonstrate the appropriate attitude and complete all assigned tasks.

Journeyman Level

- Must hold an apprentice badge in Makeup.
- Demonstrate leadership ability by helping Apprentices learn about stage makeup and the tasks of the crew.
- Demonstrate an understanding of the basic principles of stage makeup design and application, including: teaching straight makeup and age makeup; some experience with graying hair, the use of wigs, application of crepe hair, wax, and prosthetics; ability to do simple animal designs.
- Must have assisted with a photo shoot, and crewed two or more productions.

Master Level

- Must hold a journey badge in Makeup.
- Be involved in all aspects of hair and makeup planning, and supervise the makeup crew for an entire production.
- Demonstrate an understanding of the use of all materials; have proven ability to create, teach, and adapt designs; have handled a quick change or emergency situation; have crewed at least three productions, including a large-cast summer show; have been responsible for makeup for a photo shoot.

Properties Guild

The Props Crew is responsible for:

- Creating lists of all props needed for the production; which props can be pulled, which need to be borrowed or purchased and which can be made; which props have been acquired; which props need to be preset and which props are needed on which side of the stage as well as which character gets which prop.
- Gathering, borrowing and/or making all props needed.
- Arranging props in the storage cabinets so that the props are safe and easily obtained when needed. Making sure that all props are safely stored at the end of each work session.
- Making sure that performers have their props in good condition and in a timely fashion during rehearsals and the run of the show.
- Keeping props clean, neat and in good repair.
- Keeping the props area clean and in order.
- Preparing props for shipping during load-in and load-out.
- Putting all props away at the end of a production in such a manner that the props area is left clean, organized and ready for the next production.

PROPERTIES GUILD ADVANCEMENT

Apprentice Level

- Attend at least two thirds of all the props workshops.
- Attend all tech rehearsals, performances, load-in, load-out and clean-up.
- Demonstrate the appropriate attitude with a willingness to learn new skills and complete all necessary tasks.



Journeyman Level

- Must hold an apprentice badge in Props.
- Demonstrate ingenuity and problem solving skill in completing all prop assignments using limited materials and budget.
- Demonstrate an awareness of the responsibilities of the guild.



Master Level

- Must hold a journeyman badge in Props.
- Take on a supervisory role with guidance from the adult crew head. This includes organizing all aspects of the crew work and guiding all other crew members.



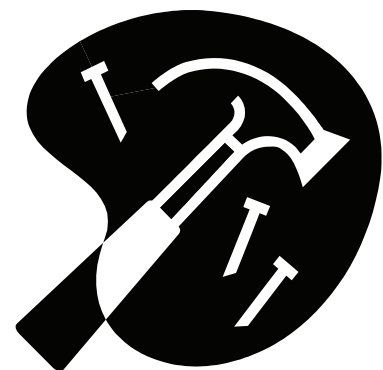
Set Construction Guild

The Set Construction Crew is responsible for:

- Reading and understanding the script and using it as a reference tool for designing and constructing the set.
- Creating lists of all set materials needed for the construction of the set and what needs to be purchased.
- Gathering and/or building all set pieces needed. As well as providing the theater staff with a complete list of all materials needing to be purchased.
- Making sure that all materials and equipment are used safely and stored properly at the end of each work session.
- Assembling and disassembling the set on the stage.
- Keeping the scene shop clean, neat and in good repair.
- Preparing all set pieces for shipping during load-in and load-out.
- Putting all materials and equipment away at the end of a production in such a manner so as to leave the scene shop clean, neat and ready for the next production.

The Set Moving Crew is responsible for:

- Reading, understanding and marking set moving cues into the script.
- Efficiently and professionally moving all scenery during the production.
- Assisting with load-in, load-out, set up and strike of the set as well as clean-up.



SET CONSTRUCTION GUILD ADVANCEMENT

Set Moving Badge

- Attend all tech and dress rehearsals, performances, load-in, load-out and clean-up.
- Demonstrate the appropriate attitude with a willingness to learn new skills and do all necessary tasks with a cheerful, helpful demeanor.

Apprentice Level

- Attend at least half of all the props crew workshops.
- Attend load-in, load-out and clean-up.
- Demonstrate the appropriate attitude with a willingness to learn new skills and do all necessary tasks with a cheerful, helpful demeanor.

Journeyman Level

- Must hold both an apprentice badge in Set Construction and a Set Moving badge.
- Attend at least half of all the set construction workshops.
- Attend load-in, load-out and clean-up.
- Demonstrate leadership ability by guiding the crew and taking the lead in all guild activities.
- Demonstrate an awareness of the responsibilities of the guild, as well as knowledge of the proper use, care and cleaning of all tools and equipment.

Master Level

- Must hold a journeyman badge in Set Construction.
- Design the set with guidance from the adult crew head.
- Organize and supervise the set moving crew for an entire production.

Sound and Lights Guild

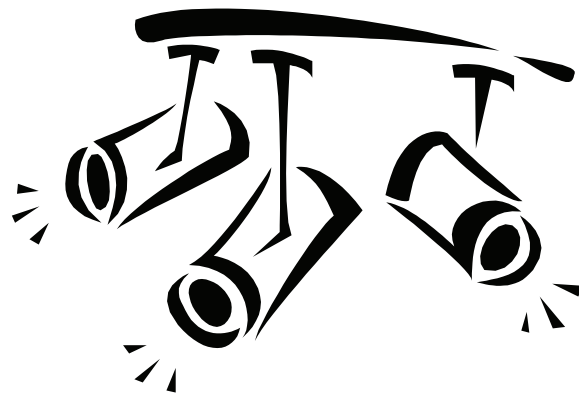
The Sound Crew is responsible for:

- Reading and understanding the script, listing all sound cues found in the script and any others not listed in the script that are appropriate to the events of the story and marking them in the script.
- Discussing the sound cues with the show director and/or the Artistic Director and compiling a definitive 'sound script'.
- Learning how to set up, maintain and take down all sound equipment safely and appropriately.
- Gathering all sound effects and music needed for the production.
- Creating all sound cue tapes/CDs for use during the production.
- Running the sound equipment during required rehearsals and all performances.
- Assisting during load-in and load-out, as well as assisting in clean-up following the show.
- Following all other participant guidelines and setting proper examples for others.



The Lights Crew is responsible for:

- Reading and understanding the script. Then, using the script as a reference tool, listing all light cues found in the script, as well as those not in the script that are appropriate to the events of the story, and marking them in the script.
- Discussing the light cues with the show director and/or the Artistic Director and compiling a definitive 'lighting script'.
- Calling all cues at required rehearsals prior to Tech Week.
- Assisting during load-in and load-out, as well as assisting in clean-up following the show.
- Handling all lighting instruments and tools in a safe, appropriate and responsible manner.
- Running lights during the Tech Week rehearsals and all performances.
- Following all other participant guidelines and setting proper examples for others.



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SOUND & LIGHTS GUILD ADVANCEMENT

Apprentice Level

- Attend all assigned meetings, required rehearsals, performances, load-in, load-out and clean-up.
- Demonstrate the appropriate attitude with a willingness to learn and complete all tasks.

Journeyman Level

- Must hold an apprentice badge in Sound or Lights, whichever you are working toward advancement in.
- Demonstrate an understanding of basic sound/light design and set up.
- Demonstrate an understanding of the basic use, maintenance and repair of all sound/lighting equipment and tools.
- Demonstrate an awareness of all safety regulations.

Master Level

- Must hold a journeyman badge in Sound or Lights, whichever you are working toward advancement in.
- Demonstrate a high level, technical understanding of sound/light design and be able to independently compile a sound/light script.
- Have the ability to supervise the set up of all equipment. (Lights: This includes hanging and focusing of the lights.)
- Have the ability to function in several different theater settings and venues.

Cast

Responsibilities of Guild Members when cast are:

During Rehearsals:

- Follow all of the rules of the theater and consciously set an example of the professionalism and maturity required to produce a quality show.
- Be prompt, responsible and dependable.
- Learn all lines and blocking on time and take direction well.
- Be helpful, attentive, respectful and flexible at all times.
- Be supportive to other cast and crew members.
- Assist those who are new to the company in finding their way around and learning the ropes.
- Support the advertising of the show by passing out flyers and spreading the word.

At the Performance:

- Assist those who are new to the company in finding their way around and learning the ropes.
- Set an example of the professionalism and maturity when backstage by remaining quiet in the greenroom, assisting crew heads when needed and following directions.
- During “Meet & Greet” (the period of time after each performance during which the cast and crew go into the lobby area to visit with the audience members, answer questions and sign autographs) reach out to audience members, especially children, by telling them about your experience in the company and encouraging them to get more information.

Guild Mentors

Members of the Guild Mentor Program are alumni of All-of-us Express Children's Theatre who have volunteered to share their time, knowledge and experience with members of the Guild Program.

Through the Guild Mentor Program, youth participants can be paired with an alumnus who has similar interests. The mentors will serve as guides to the youth and help them to work their way through the Guild Program.



Alumni Involvement

What are Alumni?

Alumni are those very special people who came to All-of-us Express in their youth to participate in our programs from which they graduated. Graduation from All-of-us Express Children's Theatre happens under one of two circumstances: graduation from high school or at the age of nineteen, whichever happens last.

Opportunities for Alumni Involvement

- Serve on the Board of Trustees.
- Serve on one of our committees.
- Volunteer in the office or during rehearsals and at the shows.
- Teach or assist with classes, workshops or summer camps.
- Become a Guild Mentor.
- Head a crew for a mainstage production.
- Direct a mainstage production.

Theatre Information

Artistic Director:
Miranda Sue Hartmann

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Phone: (517) 394-4118



All-of-us Express Children's Theatre performs thorough interviews and background checks on all staff and volunteers.

All-of-us Express Children's Theatre is an Equal Opportunity employer and provides programs and services without regard to age, color, creed, gender identity, disability, height, membership in any labor organization, national origin, parental status, political identification, race, religion, sex, sexual orientation, or weight.