

# Production Team Requirements

## 2022 Hoggetowne Medieval Faire

### Robin Hood : Outlawed

#### APPLICATION

To apply to be the Production Team for the Thieves Gilde Productions' *Robin Hood: Outlawed*, which will be presented at the 2022 Hoggetowne Medieval Faire, each Production Team must submit the following documentation to the TGP Board: a cover letter, a director's concept, a production statement, resumes for each of the production heads, and optional portfolios/reels. After applications have been reviewed by the board and verified as complete, this documentation will be submitted to the membership for evaluation and the applying Production Teams will be asked to give a 15-20 minute presentation to the membership regarding their application at a meeting of the membership (this year on Zoom). Each Production Team will be evaluated by the membership using the evaluation criteria provided, and the Team with the highest overall application score will be put forward to the Executive Board for approval.

**Applications must be submitted by May 23rd at 11:59pm eastern time.**

#### - Cover Letter

Production Teams should introduce their application with a cover letter which details their intentions to produce the Hoggetowne show in 2022. This cover letter should outline the Production Heads, and their qualifications, their plans for the full production team, and the rationale for why they should produce the 2022 show.

#### - Director's Concept

The Director's Concept should be roughly 500-1000 words in length and cover the Director's vision for the performance. The director should consult with the other production heads in the creation of this document. The Director's Concept should summarize what the show will look like in its completed form, and explain the unifying themes of their production. This includes:

- A brief synopsis (a strong synopsis will convey the director's point of view in the description of the show)
- Major design elements and how they are informed by the script
- Performance elements that draw on the script and how they will play out in the show

- An elaboration on how all of the these elements will culminate in a cohesive show

Consider the following when writing the Director's Concept:

- The themes within the script that this production will focus on
- The tone and feel of the final performance
- Patron interaction, crowd rousting, and street scene
- How to use street characters, the Encampment, and Stumble Inn
- Design choices for the production (color schemes for factions, garb period range, large props that may need to be made, etc)

## - **Production Statement**

The Production Statement should be roughly 500-1000 words in length and outline the philosophy for the production as a whole. This should summarize your methodology in rehearsals, plan for production timeline, and overall approach to the project. This production statement should touch on some or all of the following:

- Audition Process
- Rehearsal Process
- Communication
- Costuming
- Set Construction
- Show
- Set Strike
- Budget

## - **Resumes**

A complete application must fill the roles of all five Production Heads: Director, Fight Coordinator, Costume Coordinator, Stage Manager, and Production Manager. One person cannot fill more than one of these roles on a production team. Each person must meet the qualification for the position they are looking to fill. They must submit a resume that demonstrates their experience and fulfillment of the qualifications. Along with the resumes, Production Heads must submit a certification of Anti-Harassment training.

## **Experience Requirements**

- These qualifications do not have to be met solely with TGP accomplishments but may be a combination of experiences within our organization and other venues where similar skills would be developed

## **Resume Format**

- Provide resumes (max one page) for each production role (the standard theatrical resume format is recommended for this application)

## **Workshop requirements**

- The workshops will be scheduled by the Production Board and the dates will be announced in March
- The Production Board will take attendance at these meetings, but attendance of these workshops should also be listed appropriately on the team's resumes

## **Approved Anti-Harassment Programs**

- BSA Youth Protection Program
- Other programs may be submitted for board approval

## **Production Head Qualifications**

- **Director**
  - Been in a TGP production for the Hoggetowne Medieval Faire
  - Be a member in good standing of TGP
  - Has demonstrated effective leadership skills
  - Has demonstrated effective people management skills
  - Has demonstrated effective time management skills
  - Completion of Director's Workshop
  - Completion of TGP approved Anti-Harassment Program
  - 3 years of proven experience serving in leadership on creative production teams
- **Fight Coordinator**
  - Thieves Guild approved training in three weapon styles
  - Has demonstrated effective fight choreography skills
  - Be a member in good standing in TGP
  - Has demonstrated effective leadership skills
  - Has demonstrated effective people management skills
  - Has demonstrated effective time management skills
  - Has demonstrated understanding of safety concerns and issues relating to fight choreography and stage combat

- Completion of Fight Choreographer's Workshop
  - Completion of TGP approved Anti-Harassment Program
  - 3 years of experience creating stage combat choreography
- **Costume Coordinator**
    - Has demonstrated skills in costume design and construction
    - Be a member in good standing of TGP
    - Has demonstrated effective leadership skills
    - Has demonstrated effective people management skills
    - Has demonstrated effective time management skills
    - Has demonstrated understanding of appropriate costume designs and fabrics for the show's time period
    - Has demonstrated understanding of safety concerns and issues regarding costume design
    - Completed Costuming Workshop
    - Completion of TGP approved Anti-Harassment Program
    - 3 years of experience creating/designing costumes and other design elements
- **Production Manager**
    - Be a member in good standing of TGP
    - Has demonstrated skills in set, props, and design construction
    - Has demonstrated attention to construction safety standards
    - Has demonstrated organization and leadership skills
    - Has demonstrated effective budget management skills
    - Completed Production Manager Workshop
    - Completion of TGP approved Anti-Harassment Program
    - 3 years of experience designing/constructing scenic and prop production elements
- **Stage Manager**
    - Be a member in good standing of TGP
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    - Has demonstrated familiarity with TGP Community Standards
    - Has demonstrated the ability to clearly communicate the TGP Community Standards to others
    - Has demonstrated effective leadership skills
    - Has demonstrated effective people management skills
    - Has demonstrated effective time management skills
    - Completion of TGP approved Anti-Harassment Program

- 3 years of experience in roles requiring organization and responsibility

### - **Portfolio/Reel (optional)**

Production Teams may wish to supplement their application with Portfolios or Reels for various Production Heads. These are completely at the discretion of the Production Team, and are seen as supplemental material, not a main part of the application. If Team Members wish to include such material they would be as follows: A portfolio should include renderings, or concept images, and photos of fully realized design/production photos. A reel should highlight performances either directed or choreographed by the Production Head, and be no more than three (3) minutes.

### - **Presentation**

All Production Heads should be present for and an active part of their Team's presentation. The presentation does not need to rehash your application as those will be posted for the membership to review. The presentation should instead demonstrate how the Production Team works together and is a time to communicate directly with the membership, including anything that may not be covered in your application. The 15-20 minute presentation will be followed by a moderated question and answer segment, bringing the total time for each team up to 30 minutes.