

Alaska Center for the Performing Arts
Stagehand Training

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Table of Contents

Grip	3
Lead Audio	4
Audio	6
Audio Boards Operator	7
Lead Carpenter	9
Carpenter	11
Lead Fly person	13
Fly person	15
Lead Rigger	16
Rigger	18
Lead Electrician	19
Electrician	21
Follow Spot operator	23
Light Console Programmer and Operator	24
Lead Prop Person	26
Prop Person	28
Lead Wardrobe	30
Wardrobe	32
Dresser	34
Wig and Makeup Person	36

Alaska Center for the Performing Arts
Stagecraft Class (Grip) Outline

A: Theatrical Terminology

- 1) Stage Directions
- 2) Common theatrical descriptions
- 3) Common theatrical terms

B: Safety Course

- 1) Definition of Safety
- 2) MSDS sheets description and review
- 3) Proper lifting techniques

C: Instruction of the standard operational methods and chain of responsibility

- 1) Review the standard operational methods
- 2) Review chain of responsibility
- 3) Review the chain of command
- 4) ACPA storage of equipment

D: Basic safe operations of hand and power tools

E: Ladder usage

- 1) How to set up a ladder
- 2) Ladder safety

Stagecraft Class Exam (Grip)

Written exam

- 1) Stage directions
- 2) Common theatrical terminology
- 3) Chain of responsibility
- 4) Chain of command

Practical exam

- 1) Demonstration of proper lifting techniques
- 2) Demonstration of basic safe operations of hand and power tools
- 3) Demonstration of proper ladder usage

Alaska Center for the Performing Arts
Lead Audio Technician Class Outline

A: ACPA patching system Atwood, Discovery, and Sydney

- 1) Knowledge of patch system
- 2) Training on patch bays and input signal routing schemes for each theater
- 3) Patch system options and risk
- 4) Signal to Voth
- 5) Do's and Don'ts

B: ACPA audio equipment knowledge and mastery

- 1) Audio system power activation
- 2) Installation and operation of a mixing consoles
- 3) Operation of the FOH PA system
- 4) Operation of the backstage audio monitors
- 5) Operation of Center auxiliary audio systems
 - a. Clear com intercom system
 - b. Control room audio monitor system
 - c. Portable SM control panel
 - d. Backstage program / page system
 - e. Lobby program / page system
 - f. Talk back page system
 - g. Infrared system
- 6) Operation of processing equipment for each theater Atwood, Discovery, and Sydney

C: ACPA Audio systems knowledge and mastery

- 1) Audio power distribution and switching systems
- 2) Grounding systems
- 3) Stage boxes and input signal harness assemblies
- 4) Transformer splitter systems
- 5) Signal input panels and tie lines
- 6) Patch bays and input signal routing schemes
- 7) Basic trouble shooting of any system above to restore operation
- 8) Strike and restore of any system or accessories above

D: ACPA Video system

- 1) Permanent and portable video cameras
- 2) Signal cabling and connectors
- 3) Stage PP panels
- 4) Distribution and summing panels
- 5) Modulators
- 6) Video distribution amplifiers
- 7) Video switchers
- 8) Video monitors
- 9) Television receivers

Lead Audio Exam

Written

- 1) ACPA audio inventory
- 2) ACPA audio storage
- 3) ACPA Video system

Practical exam

- 1) Signal routing through patch bay system in Sydney Laurence
- 2) Signal routing through patch bay system in Discovery
- 3) Signal routing through patch bay system in Atwood
- 4) Set up and operation of all ACPA equipment:
 - a) Audio system power activation
 - b) Mixers
 - c) Processing
 - d) PA systems
 - e) Monitor systems
 - f) ACPA auxiliary systems
- 5) Supervision of set up and operation of FOH and monitor system on Atwood for a live band with Drum trap set
- 6) Video routing

Alaska Center for the Performing Arts
Audio Tech Class Outline

A: Signal process

- 1) Microphone
- 2) Mixer
- 3) Amp
- 4) Speaker
- 5) Connections of all above

B: Audio equipment introduction and basic operation

- 1) Proper powering of systems
- 2) ACPA microphone list
- 3) Wireless system
- 4) ACPA Mixers
- 5) ACPA Amp systems
- 6) ACPA speaker systems
- 7) ACPA processing systems
- 8) ACPA patch systems
- 9) ACPA auxiliary audio systems Looby, back stage, clear com, etc
- 10) ACPA monitor equipment
- 11) ACPA video system

C: Audio locations and set up all three theatres Atwood, Discovery, and Sydney

- 1) ACPA audio booths
- 2) ACPA FOH positions and set up
- 3) ACPA monitor locations and set up

D: Audio restore and storage

- 1) Restoring booths, patch system, and FOH positions
- 2) ACPA audio storage locations

Audio Tech Exam

Written exam

- 1) Signal process and equipment needed
- 2) ACPA equipment list

Practical Exam

- 1) Assisting set up of FOH position Atwood
- 2) Assisting set up of monitor system Atwood
- 3) Assisting microphone set up for a band with a drum trap set

Alaska Center for the Performing Arts
Audio Board Operator Class Outline

A: ACPA Audio Mixers

- 1) Mackie: 1402; 1604; SR24.4; Onyx 3280
- 2) Midas Verona V/480/8/TP
- 3) Yamaha PM 3500M 44X16

B: Training on each mixer for the following:

- 1) Power on
- 2) Phantom power
- 3) Output harness
- 4) Insert harness
- 5) Channel control
 - a) Mute
 - b) Gain
 - c) Main/group assignments
 - d) Pan
 - e) Metering
 - f) EQ control
 - g) Monitoring
 - h) Aux send
 - i) Pre/post routing
 - j) Matrix (if available)
- 6) Main output control
- 7) Group output control
- 8) Aux output control
- 9) Matrix output control (if available)
- 10) Monitoring, metering, and talk back
- 11) Output patching/routing
- 12) Insert
 - a) EQ
 - b) Processing equipment
 - c) Play back equipment
- 13) Unique features to each mixer
- 14) Zero out mixer

C: Training on Processing Equipment

- 1) Meyer processing Atwood and Discovery
- 2) Play back equipment
- 3) EQ
- 4) Basic training on signal processing equipment
- 5) Basic training on signal effect equipment

C: Audio locations and set up all three theatres Atwood, Discovery, and Sydney

- 1) ACPA audio booths
- 2) ACPA FOH positions and set up
- 3) ACPA monitor locations and set up

D: Audio restore and storage

- 1) Restoring booths, patch system, and FOH positions
- 2) Zeroing out the audio mixers
- 3) ACPA audio storage locations

Audio Board Operator Exam

Practical Exam

Process the signals from minimum of a signal microphone and a playback unit to a stage mains, side fills, and on stage monitor for:

- 1) Onyx 3280
- 2) Midas Verona

Process the signal from minimum of six (6) microphones through a microphone splitter to a minimum of six (6) monitors with six (6) different mixes for the Yamaha PM 3500M including patching EQ monitor rack

Alaska Center for the Performing Arts
Lead Carpenter Class Outline

A: Basic theater construction

- 1) Flats
- 2) Platforms
- 3) Legging platforms

B: Orchestra Shells

- 1) Atwood Orchestra set up and restore
- 2) Discovery Orchestra set up and restore
- 3) Sydney Laurence Orchestra set up and restore

C: Knots

- 1) Bowtie
- 2) Clove hitch
- 3) Bowline knot
- 4) Butterfly knot
- 5) Prusik knot
- 6) Foy knot

D: Shop drawings for construction

- 1) Reading Blue prints
- 2) Shop drawings
- 3) Mathematical skills needed to perform carpentry calculations

E: ACPA grid and mid rail work/rigging

- 1) Spotting blocks
- 2) Redirect line sets by pulleys or moving shins
- 3) Block and Fall
- 4) Mid rail; proper use of belay pins and pin rail

F: ACPA fly system

- 1) Supervise loading of soft goods and hard scenery onto battens
- 2) Supervision of moving items from one batten to another
- 3) Supervision of unloading of battens
- 4) Proper methods and calculations of hanging & rigging of hard scenery

G: Total stage coordination, oversight, and communication of multiple activities

- 1) Coordination with all departments to maintain a continuous work flow
- 2) Oversight of the worker's safety with multiple activities on the deck
- 3) Assist in maintain the communication between departments
- 4) Communication with employer Technical Director or representative on progress of assigned tasks.

Lead Carpenter Exam

Written exam:

- 1) On Theater construction from shop drawings
- 2) Rigging calculations for hanging of hard scenery
- 3) Coordination and Oversight of multiple activities

Practical exam

- 1) Knot exam
- 2) Supervising the orchestra shells setup and restore on all three theaters
- 3) Installing spotting blocks on grid
- 4) Redirecting battens on grid
- 5) Supervising crew; moving item from one batten to another; loading and unloading of battens
- 6) Rigging and supervision of hanging of hard scenery and soft goods

Alaska Center for the Performing Arts
Carpenter class Outline

A: Knots

- 1) Bow tie knot
- 2) Clove hitch
- 3) Bowline knot

B: Soft Goods

- 1) How to attach to batten
- 2) How to fold and roll
- 3) How to unfold and unroll
- 4) How to transport and store
- 5) Cleaning of soft goods

C: Orchestra Shell

- 1) Proper way to unfold ceilings both Discovery and Atwood
- 2) Proper way to roll and install walls both Sydney, Discovery, and Atwood
- 3) Proper way to roll and store walls both Sydney, Discovery, and Atwood
- 4) Proper way to fold and store ceilings both Discovery and Atwood

D: ACPA Chorus risers and staging

- 1) Set up ACPA chorus risers
- 2) Cart storage of chorus risers
- 3) Unfold and set up of ACPA staging
- 4) Set up and legging of 4x8 platforms

E: Proper way to lift and carry items

F: Proper usage of common hand and power tools for theatrical stage

- 1) Proper usage of hand tools; include but not limit to hammer, adjustable wrench, screw drivers, and measuring tape, etc
- 2) Proper usage of power tools; include but not limit to drill, driver, impact wrench, circular and jag saw, sander, etc
- 3) Proper usage of rigging tools; include but not limit to wire rope cutters, rope cutters, and micro press tool

G: House mix position

- 1) House chair removal and restore Sydney, Discovery, and Atwood

H: Ladders

- 1) Proper set up
- 2) Proper usage
- 3) Ladder safety

I: Grid and mid rail

- 1) Proper use of mid rail and belay pins
- 2) Install spot blocks
- 3) Moving of shins

Carpenter Exam

Written Exam:

- 1) Carpenter's written exam of tool and hardware identification

Practical exams:

- 1) Tie bow, bowline knots and cover hitch
- 2) Attach and remove soft good from batten
- 3) Fold and roll soft goods
- 4) Set up of ACPA chorus risers and staging
- 5) Set up and strike Orchestra shell on Atwood and Discovery
- 6) Demonstrate safe usage of hand and power tools

Alaska Center for the Performing Arts
Lead Fly class Outline

A: ACPA Fly system

- 1) Detail each element of fly system: batten; arbor; tension block; loft block; head block; etc
- 2) Detail the rigging of fly system: terminations on batten and arbor; etc
- 3) Detail weight maximums and limitations
- 4) Review inspection and maintenance of system
- 5) Review and detail the methods of safe control of a out of weight arbor/batten
- 6) Review the Mid rail; proper use of belay pins and pin rail

B: Rigging basic

- 1) Review rigging limitation on system
- 2) Review on methods of attachment to system
- 3) Review rigging equipment used with fly system
- 4) Type of attachment to grid and I beams

C: The safe augmentation of the fly system

- 1) Marring
- 2) Sand bags
- 3) Block and Fall
- 4) Adding motors

D: Grid work

- 1) Detail types of redirecting of line sets
- 2) Review spotting blocks installation

E: Knots

- 1) Bowtie
- 2) Clove hitch
- 3) Bowline knot
- 4) Prusik knot
- 5) Butterfly knot
- 6) Foy knot

F: Supervision of crews

- 1) Loading and unloading of counter weights at various heights
- 2) Moving ACPA Orchestra Ceilings from one batten to another
- 3) Moving soft goods from one batten to another
- 4) Boson chair; the loading and unloading

Lead Fly Person Exam

Written Test

- 1) Basic fly rigging exam
- 2) Counter weight system

Practical Exam

- 1) Must be able to demonstrate the safe control a minimum of 50lbs to a maximum of 2200 lbs., (1 ton), of weight on a counterweight fly system
- 2) Knot test
- 3) Must demonstrate the ability to supervise a crew to safely load and unload weights at various trim heights
- 4) Must demonstrate the ability to supervise a crew in the hanging, removal, and moving from one batten to another of soft goods and ACPA Orchestra shell ceilings
- 5) Safely modifying an arbor
- 6) Demonstrate the ability to and supervision of Grid and Mid rail work

Alaska Center for the Performing Arts
Fly person class Outline

A: Fly system

- 1) Description of Single and Double purchase counter weight systems
- 2) The proper and safe flying of system arbors/battens
- 3) The proper and safe loading and unloading of arbors
- 4) The proper and safe loading and unloading of battens
- 5) Mid rail; proper use of belay pins and pin rail
- 6) Introduction to spiking methods

B: Knots

- 1) Bowtie
- 2) Clove hitch
- 3) Bowline knot
- 4) Prusik knot
- 5) Butterfly knot
- 6) Foy knot

C: Grid work

- 1) Spotting block installation
- 2) Installation of safety lines for lighting booms
- 3) Methods for redirecting line sets

Fly Person Exam

Written exam

- 1) Description of counter weight system and components

Practical exam

- 1) Knot test
- 2) Demonstration of flying battens in/out
- 3) Demonstration the safe loading and unloading of counter weights from arbors
- 4) Demonstrate of spotting block installation
- 5) Demonstrate of safety lines install for lighting booms
- 6) Demonstrate of tie off to mid rail using belay pins
- 7) Demonstrate the ability to hit spike marks

Alaska Center for the Performing Arts
Theatrical Lead Rigger Class Outline

A: Review and industry ratings of Rigging Equipment

- 1) Rope
- 2) Knots bowline, Prusik, figure 8, butterfly, clove hitch, Foy knot
- 3) Wire rope
- 4) Wire rope clips, micro press, and other terminations
- 5) Shackles
- 6) Slings, chains, span sets
- 7) Block and Fall
- 8) Miscellaneous rigging equipment
- 9) Working and breaking load on rigging equipment
- 10) Climbing equipment

B: Review and application of Theater Rigging techniques

- 1) Vertical Load
- 2) Bridle
- 3) Choke
- 4) Center of gravity calculation
- 5) Hanging points
- 6) Other techniques

C: Rigging Calculations

- 1) Point loads
- 2) Bridle length and tension
- 3) Design factors
- 4) Vector, stress, torsion, applied forces and other factors
- 5) Allowable loads working and breaking loads
- 6) Static and Dynamic loads
- 7) Other calculations

D: Safe Rigging Practices

E: Forming a rigging plan

- 1) Determining equipment and size needed
- 2) Determining safety factors
- 3) Determining rigging techniques to be used

Lead Rigger Exam

Written Test

- 1) Rigging and climbing equipment identification
- 2) Rigging calculation exam
- 3) Design a rigging plan

Practical Test

- 1) Knot Test and ratings
- 2) Supervision and participating of the installation of a Rigging plan

Alaska Center for the Performing Arts
Theatrical Rigger Class Outline

A: Introduction to Rigging Equipment

- 1) Rope
- 2) Knots bowline, Prusik, figure 8, butterfly, cove hitch, Foy knot
- 3) Wire rope
- 4) Wire rope clips, micro press, and other terminations
- 5) Shackles
- 6) Slings, chains, span sets
- 7) Block and Fall
- 8) Miscellaneous rigging equipment
- 9) Climbing equipment

B: Introduction to Theater Rigging techniques

- 1) Vertical Load
- 2) Bridle
- 3) Choke
- 4) Center of gravity calculation
- 5) Hanging points
- 6) Block and Fall
- 7) Other techniques

C: Introduction to Rigging Calculations

- 1) Point loads
- 2) Bridle length
- 3) Allowable loads working and breaking loads
- 4) Static and Dynamic loads
- 5) Other calculations

D: Safe Rigging Practices

E: ACPA Fly System review

- 1) Single Purchase Fly System
- 2) Maintenance revue of Fly System

Rigger Exam

Written Test

- 1) Rigging and climbing equipment identification
- 2) Rigging calculation exam

Practical Test

- 1) Knot Test
- 2) Installing rigging points

Alaska Center for the Performing Arts
Lead Electrician Class Outline

A: AC Power instruction

- 1) Single phase
- 2) Three phase
- 3) $W=VA$
- 4) Resistance
- 5) Proper power hook up and load balance

B: DMX 512 instruction

- 1) Description of DMX 512
- 2) Description of different universes of DMX 512
- 3) The relationship between Access to and Output of the different DMX 512 universes

C: Introduction to ACPA lighting system networking

- 1) Description of ACPA lighting system network
- 2) Relationship of network Cat 6 and DMX512
- 3) How ACPA lighting consoles plug into network Cat 6

D: Special Effect Equipment

- 1) ACPA Hazer
- 2) ACPA Foggers
- 3) ACPA dry ice machines
- 4) ACPA Strobes
- 5) ACPA Colorrym II color changing system
- 6) ACPA Pyrotechnics protocol

E: Instruction on ACPA Lighting system Laptop

- 1) Navigation the system set up on Laptop
- 2) Trouble shooting on Laptop

F: Supervision of crew

- 1) Crew assignments based on Lighting Designer plot and paper work
- 2) Coordination with all departments to maintain a continues work flow
- 3) Hang, circuiting, gelling, focusing, striking, and restore of Light Plot
- 4) Communication with employer Technical Director or representative on progress of assigned tasks.

Lead Electrician Exam

Written Exams

- 1) Mathematical calculations test
- 2) DMX 512 exam
- 3) ACPA Lighting system network
- 4) ACPA special effect equipment
- 5) Written test on hook up and load balance test

Practical Exam

- 1) Supervising crew and participating in the hang, circuiting, gelling, focusing, striking, and restore of a light plot
- 2) Metering testing
- 3) Demonstrate the proper use of Designer's paper work
- 4) Setting up ACPA special effect equipment

Alaska Center for the Performing Arts
Electrician class Outline

A: Introduction of each type of instruments at ACPA

- 1) Ellipsoidal
- 2) Fresnel
- 3) PAR Can
- 4) Far Cyc and Cyc lights
- 5) ACPA Labeling
- 6) External profited instrumentation

B: Accessories and electrical equipment

- 1) Gel frames, template holders, and donuts
- 2) Barn Doors and top hats
- 3) Safeties
- 4) Irises
- 5) Floor bases and booms
- 6) Test light and multi meter
- 7) Gel and templates
- 8) Theater lamps

C: Cabling

- 1) Different type; stage pin; PBG; twist lock; etc
- 2) ACPA labeling
- 3) Twofers
- 4) Feeder cables
- 5) Control cables
- 6) FOH breakout panel

D: ACPA grid and mid rail work

- 1) Mid rail; proper use of belay pins and pin rail
- 2) Circuit boxes; dropping and securing
- 3) Multi cables; dropping and securing

D: Proper method of hanging a plot

- 1) Designer paper work-how to read it
- 2) Proper hanging method for instruments
- 3) Exchanging of barrels
- 4) Iris installation
- 5) Cabling the electric
- 6) Gel and template units
- 7) Labeling
- 8) Pipe stiffing

E: Testing, problem solving, and repair

- 1) Checking circuits and fixtures
- 2) Trouble shooting
- 3) Problem solving and repair
- 4) Prep the units for focus

F: Focus

- 1) Focusing different type of units
- 2) Focusing from man lifts and catwalks

G: Proper method of striking a plot and restoration

- 1) Removing instruments and cable
- 2) Instrument restoration
- 3) Storage of instruments and cable
- 4) Storage of gel, templates, and accessories

H: Basic Electrical formulas

- 1) Standard USA Electrical color coding
- 2) Wattage, Volts, and Amps
- 3) $W=VA$
- 4) Resistance

Electrician Exam

Written Exam

- 1) Knowledge of different type of theatrical lighting fixtures
- 2) Knowledge of ACPA labels for lighting fixtures and cable
- 3) Knowledge of theatrical lighting fixtures accessories
- 4) Knowledge of basic electrical formulas

Practical Exam

- 1) Demonstrate the proper hang of lighting fixture
- 2) Demonstrate the proper cabling of electrics
- 3) Demonstrate the focusing of theatrical instruments
- 4) Demonstrate the proper restore of electrics and equipment

Alaska Center for the Performing Arts
Follow Spot Operator Class Outline

A: ACPA Follow Spots

- 1) Ultra Arc Sydney Laurence
- 2) Lycian Super Ultra Arc Discovery
- 3) Strong Arc Super Trouper Atwood

B: Follow spot class

- 1) Iris location
- 2) Shutter location
- 3) Dowser location
- 4) Trombone location
- 5) Gel boomerang location and size
- 6) Power “on” location and adjustment
- 7) How to adjustment the intensity output
- 8) Transformer adjustments
- 9) Lamp location and precaution
- 10) Pan and tilt adjustment
- 11) Sights

C: Operation

- 1) Practice with the Follow spot movement: pan; tilt
- 2) Practice following a person
- 3) Pick up techniques
- 4) Call language

Follow spot Exam

Practical Exam

- 1) Observer one show with clear com
- 2) Successfully operate one show under supervision of qualified operator

Alaska Center for the Performing Arts
Light Board Programmer and Operator Class Outline

A: ACPA lighting Consoles

- 1) ETC Express
- 2) ETC Insight III
- 3) ETC EOS

B: Training on each console for the following:

- 2.1 System setup
 - a. Set up (& plug in) for operation
 - b. Bring up setup display
 - c. Set number of channels
 - d. Set up number of dimmers/address
 - e. Enable/disable bump buttons
 - f. Change sub master mode
- 2.2 Patching
 - a. Bring up patch display
 - b. Patch Address or dimmers to channels
 - c. Delete a channel or address
- 2.3 Recording stage levels
 - a. Set levels on stage
 - b. Record level on stage to a cue
 1. Record with time and delay
 2. Record with split time and delay
 3. Record with Follow/hang
 4. Record with link
 - c. Record levels on stage to a sub master
- 2.4 Previewing and modifying cues
 - a. Bringing up in live and in Blind
 1. Selecting a cue
 2. Modifying current cue executing data
 3. Modifying current cue data
 4. Renaming current cue
 5. Write or rewrite cue comment
 6. Copy levels from another cue
 7. Deleting current cue
- 2.5 Recording and modifying groups
 - a. Bring up stage display
 1. Recording levels on stage into a group
 2. Record subset on stage levels
 - b. Bring up group display
 1. Select or create group
 2. Selecting the next group
 3. Selecting the previous group
 4. Set levels

- 2.6 Recording and modifying sub masters
 - a. In stage display
 - 1. Record levels on stage into a sub master
 - 2. Bring sub master level up on stage
 - b. In sub master display
 - 1. selecting a sub master
 - 2. Clearing the current sub master
 - 3. Write or rewrite a sub master
 - 4. Add to a sub master
- 2.7 Recording and modifying effects in the effects display
 - a. Selecting the next effect
 - b. Selecting the previous effect
 - c. Create or select an effect step
 - d. Access more soft-key functions
 - e. Enter/modify a step channel list
 - f. Set or modify step time
 - g. Set or modify high and low levels
 - h. Insert a step
 - i. Deleting a step
 - j. Selecting patterns
 - k. Assigning an effect
 - l. Copy an effect into a current effect
 - m. Delete a current effect
 - n. Testing an effect
- 2.8 Playback functions
 - a. Start the next cue
 - b. Stop cue fade/fade to previous cue
 - c. Take manual control of timed fade
 - d. Adjust fade rates of all fades
 - e. Adjust individual fade rates
 - f. Bump up sub master channels
 - g. Load a sub master
 - h. Fade to any cue
 - i. Fade to any cue instantly with a fade time
- 2.9 Miscellaneous functions (In stage display)
 - a. Check a channel
 - b. Check a address
 - c. Record a memory stick or disk
 - d. Loading show from memory stick or disk

Alaska Center for the Performing Arts
Lead Prop Class Outline

A: Orchestra Set up

- 1) Listing and detailing the different types of musical instruments at ASO/ACPA
- 2) Review music stands, musician chairs, oil City chairs, etc
- 3) Review proper moving method for classic instruments

B: Construction

- 1) Shop drawings
- 2) Using different techniques to construct; include but not limit to carpentry, sewing, wiring

C: Dance Floor

- 1) Lay each dance floor owned by ACPA and ACA
- 2) Review cleaning techniques for dance floors

D: Knowledge of paint and chemicals

- 1) MSDS sheets
- 2) Safety protocol

E: Show setup

- 1) Paperwork
- 2) Presets
- 3) Green room set up
- 4) Stage prep
- 5) Prop shifting during show

F: Supervision of crew

- 5) Crew assignments based on Set Designer design and paper work
- 6) Coordination with all departments to maintain a continues work flow
- 7) Coordination of stage props with Set Designer or designated representative
- 8) Communication with employer Technical Director or representative on progress of assigned tasks.

Lead Prop Exam

Written test

- 1) Listing of different classic instruments
- 2) Construction from shop drawings
- 3) Paint and chemical exam

Practical exams

- 1) Supervising set up of an orchestra
- 2) Supervising laying of dance floor
- 3) Supervision of prop show crew during load in, run of show, and load out

Alaska Center for the Performing Arts
Property Class Outline

A: Hand and Power tools

- 1) List tools used by Props
- 2) Instruction of tools hand and power

B: Proper way to lift and carry items

C: Orchestra set up

- 1) Musician chairs, Oil City chairs, music stands
- 2) Instruction on moving musical instruments
- 3) Detail and instruction on the different instruments
- 4) Storage of musical instruments

D: Dance Floor

- 1) Instructions on proper way to lay a dance Floor
- 2) Proper methods of cleaning dance floor
- 3) Proper method of storing a dance floor
- 4) Dance bars
- 5) Rosen boxes

E: Handling Stage props

- 1) Description and demonstration of different stage props
- 2) Setting up prop show preset
- 3) Assembly

F: Staging, risers, and platforms

- 1) Set up ACPA chorus risers
- 2) Cart storage of chorus risers
- 3) Unfold and set up of ACPA staging
- 4) Set up and legging of 4x8 platforms

G: Quick change booths

- 1) Soft goods used
- 2) Equipment needed
- 3) Locations for each stage; Sydney, Discovery, and Atwood

Property Class Exam

Written Tests

- 1) Musical Instruments list
- 2) Orchestra set up

Practical test

- 1) Setting up an Orchestra
- 2) Assisting laying a dance floor
- 3) Setting up quick change booths
- 4) Set up of ACPA chorus risers and staging
- 5) Demonstrate safe use of tools hand and power

Alaska Center for the Performing Arts
Lead Wardrobe Class Outline

A: Knowledge of Fabrics

- 1) Different types of fabrics for theater costumes
- 2) The different care of the different types of fabrics
- 3) Knowledge of MSDS sheets for chemicals used in the Wardrobe department
- 4) What dyes are appropriate for different type of fabrics
- 5) Repair for each type of fabric: type of stitch; cleaning method; etc

B: Costume accessories

- 1) Care and repair for shoes
- 2) Care and repair for hats
- 3) Care and repair for gloves
- 4) Care and repair for costume jewelry
- 5) Miscellaneous accessories

C: Stitching methods for Theatrical costumes

- 1) Hand
- 2) Machine

D: Supervising crew

- 1) Crew Assignments
- 2) Assigning Crew tasks

E: Supervision of crew

- 1) Crew assignments based on Customer design and paper work
- 2) Coordination with all departments to maintain a continues work flow
- 3) Construction and/or maintenance of wardrobe and accessories
- 4) Communication with employer Technical Director or representative on progress of assigned tasks.

Lead Wardrobe Exam

Written Exam

- 1) Knowledge of dyes
- 2) Knowledge of fabrics
- 3) Knowledge of cleaning chemicals
- 4) Knowledge of Accessories repair

Practical Exam

1. Supervise a crew performing the following tasks:
 - a) Repairs and alterations to costumes
 - b) Washing costumes
 - c) Ironing and steaming costumes
 - d) Delivery and the prepping of costumes for Actors
 - e) Assignment of Dressers
 - f) Restore of Wardrobe and Dressing rooms Atwood and Discovery

Alaska Center for the Performing Arts
Wardrobe Class Outline

A: Introduction of Equipment and spaces

- 1) Atwood wardrobe room
 - a. Washers
 - b. Dryers
 - c. Steamers
 - d. ACPA wardrobe Road box
 - e. Rolling racks
 - f. Sewing machines
- 2) Discovery wardrobe room
 - a. Washers
 - b. Dryers
 - c. Steamers
- 3) Atwood dressing rooms
- 4) Discovery dressing rooms
- 5) Laurence dressing rooms
- 6) Road Box storage room Atwood

B: Sewing basics

- 1) Hand sewing
- 2) Machine sewing
- 3) Different types of stitching

C: Laundry and costume care

- 1) Machine washing
- 2) Hand washing
- 3) Ironing
- 4) Steaming
- 5) Mending and altering costumes by hand or machine
- 6) Unpacking/packing wardrobe boxes, moving wardrobe boxes
- 7) Sorting laundry and costumes to correct performers and dressing rooms
- 8) Collecting and delivering laundry
- 9) Emergency repairs by hand or machine

D: Fabric care

- 1) Using chemicals to treat costumes, shoes, and other costume accessories
- 2) Knowing basic fabrics and how to care for them
- 3) Basic knowledge of stain removal from various fabrics

E: Appearance and dress

- 1) Tools – items to carry at all times
- 2) Proper dress for show calls

Wardrobe Exam

Written exam

- 1) Knowledge of washers, dryers, steamers, irons
- 2) Knowledge of sewing machines
- 3) Knowledge of stain removal

Practical exam

- 1) Demonstrate unpacking/ packing of costumes
- 2) Demonstrate proper laundry skills and sorting to appropriate performers and dressing rooms
- 3) Demonstrate knowledge of hand and machine sewing repairs
- 4) Demonstrate proper restore of wardrobe spaces and dressing rooms

Alaska Center for the Performing Arts
Dresser Class Outline

- A. Introduction of Equipment and spaces
 - 1. Atwood wardrobe room
 - a. Rolling racks
 - b. Mirrors
 - c. Laundry pick up
 - d. Laundry drop off
 - e. Repair protocols, where to note or drop off items
 - 2. Discovery wardrobe room
 - a. Rolling racks
 - b. Mirrors
 - c. Laundry pick up
 - d. Laundry drop off
 - e. Repair protocols, where to note or drop off items
 - 3. Dressing rooms
 - a. Atwood
 - b. Discovery
 - c. Laurence
 - 4. Stages
 - a. Atwood
 - b. Discovery
 - c. Laurence
 - d. Voth

- B. Presetting costumes
 - 1) On stage
 - 2) Dressing rooms
 - 3) For repair and laundry

- C. Review dressing and changing techniques
 - 1) Working with performers
 - 2) Prepping work area

- D. Emergency repairs
 - 1) By hand
 - 2) By machine
 - 3) By other options

E. Appearance and dress

- 1) Proper nail length
- 2) Personnel hygiene; body scents; and perfumes
- 3) Show dress
- 4) Tools and items to be carry at all times

Dresser Exam

Written exam

- 1) Knowledge of equipment and its proper restore

Practical Exam

- 1) Demonstrate presetting costumes for performers
- 2) Demonstrate dressing and undressing performers
- 3) Demonstrate costume care – repair, cleaning, storage
- 4) Demonstrate emergency repair by hand and other options

Alaska Center for the Performing Arts
Hair and Makeup Class Outline

A: Introduction of Equipment and spaces

- 1) Atwood wardrobe room
 - a. Mirrors and supplies
 - b. Atwood road box room
- 2) Discovery wardrobe room
 - a. Mirrors and supplies
- 3) Dressing rooms
 - a. Atwood
 - b. Discovery
 - c. Laurence
- 4) Stages
 - a. Atwood
 - b. Discovery
 - c. Laurence
 - d. Voth

B: Hair

- 1) Styling
- 2) Braiding
- 3) Care – Shampoo, conditioner, etc.
- 4) How to read and execute a continuity chart
- 5) Products and tools- Apron with pockets and flashlight

C: Wigs

- 1) Unpacking of wigs and hair product
- 2) Reviewing the cleaning and blocking of wigs and piece
- 3) Setting up wig station
- 4) How to set/apply a wig onto a performer
- 5) How to read a wig and hair continuity chart and execute Styling
- 6) Products and tools
- 7) Makeup

D: Makeup

- 1) How to apply makeup
- 2) Theatrical Products
 - a) Different foundations
 - b) Different highlights/ low lights
 - c) Prosthetics
 - d) Facial hair

- e) wax
- 3) Street products
- 4) Different styles, effects, and characters
- 5) How to read a makeup continuity chart and execute it
- 6) Unpacking makeup products
- 7) Setting up makeup station

E: Assisting performers with hair, wigs, and make-up

F: Assisting performer with hair and make-up touch ups

G: Appearance and dress

- 1) Proper nail length
- 2) Personnel hygiene; body scents; and perfumes
- 3) Show dress
- 4) Tools and items to be carry at all times - Apron with pockets and flashlight

Wig and makeup Exam

Practical Exam

- 1) Demonstrate following a hair and make-up Continuity chart on a performer
- 2) Demonstrate Prep for performer pre show, during show, and after
- 3) Demonstrate Wig care – cleaning and blocking of wigs and pieces
- 4) Demonstrate makeup and wig repairs