



## Guidelines for Dance Captains

The Dance Captain is a member of the company who maintains the artistic standards of all choreography and/or musical staging in a production. The Dance Captain shall always work in tandem with the Stage Manager in conveying and maintaining the creative intentions of the Artistic Staff. The Advisory Committee on Chorus Affairs (ACCA), in conjunction with the Dance Captain Subcommittee, is issuing these suggested guidelines to assist the Dance Captains in their assigned position.

### 1. Maintaining Artistic Standards and Technique of Original Production

- a. Review musical staging and choreography, give notes and/or schedule brush-up rehearsals (in coordination with the Stage Manager). Maintain all musical staging and choreography in the original style, intent, technique and energy level. (Note: All rehearsals are called by the Stage Manager as per allotted hours set forth in the contract).
- b. Maintain original spacing and positions in musical numbers.
- c. Make sure condition of stage, rehearsal and/or audition space is safe and suitable for musical staging and/or choreography for rehearsals and performances.
- d. Within a reasonable period of time after show is set, the Dance Captain shall learn all choreography and musical staging.
- e. In cases of complaints or differences of opinion between cast members concerning choreography and/or musical staging, the Dance Captain shall make the decision.
- f. The Dance Captain may not be required to block non-musical scenes.

### 2. Responsibilities to Understudies and Swings

- a. Assist the Stage Manager and choreographer, or their assistants, in the assignment of understudies and swings for numbers and important bits of business in musical staging and/or choreography.
- b. See that understudies and swings are prepared to perform assignments in musical numbers.

### 3. Responsibilities for Replacements

- a. Audition replacement Actors in regards to musical staging and/or choreography when required.
- b. Teach chorus or principal replacements choreography and staging of musical numbers.
- c. Rehearse replacement with cast members involved in musical numbers prior to their first performance.
- d. Apprise Actors of possible technical problems they may encounter, such as quick change set-ups, involvement with set changes or use of props in coordination and cooperation with Stage Manager.

#### **4. Daily Duties**

- a. Check with Stage Manager no later than half-hour to determine if any absences are anticipated.
- b. In case of absence, in cooperation and coordination with Stage Manager:
  - (1) Inform understudy and/or swing concerned.
  - (2) Inform entire company of changes as soon as possible.
  - (3) Rehearse replacement with partners if lifts are required, and/or if other pieces of physical staging require rehearsal to ensure safety.
- c. In case of principal's absence - in conjunction with Stage Manager - rehearse Actors involved with understudy if necessary or desired by Actor or Stage Managers.
- d. If due to emergency someone other than understudy and/or swing has to perform, see that they are prepared as well as time will allow.
- e. Maintain record of all assignments and personnel, and note any changes therein.
- f. Inform Stage Manager of all extra duties or changes being made so that money due is recorded.

#### **5. Dance Notebook**

- a. The Dance Captain is not required to create a dance notebook (i.e. stage diagrams, choreographic notation, etc.).

#### **6. AEA Council maintains the right to change, alter, or modify the above.**

The Dance Captain's hours shall not exceed the maximum number of rehearsal hours permitted by the applicable contract. All contract provisions for breaks and rest periods (including turnaround) shall apply.

Please advise your Stage Manager when overtime is anticipated, and report all overtime to Stage Manager, and Deputy (if applicable).

*If you have any questions, or need further information, please contact your Equity Business Representative.*