
Choreographer Duties

SKILLS:

- Theater experience
- Dance training
- Collaboration
- Leadership
- Adaptability
- Good verbal communication
- Collaborating with creative artist with conflicting interests

DESCRIPTION:

- The Choreographer creates the dance elements to the play or musical, and teaches them to the cast.
- Reports to the Production Director.

PRE-PRODUCTION DUTIES:

- BASECAMP: Successful productions will require that we connect and collaborate online via Basecamp. Please become familiar with this tool. Be prepared to share your process with us online by posting your research, art, and ideas for your team.
- The Choreographer agrees to follow the terms of the Guest Artist Independent Contractor Agreement.
- Review the Phipps Handbook for the production, especially the Non-Harassment Policy and the Strike Policy. Be sure to sign any forms requested by the Phipps. Handbook to be provided by the Council Production Coordinator.
- The Choreographer will collaborate with the Director to discuss the delineation of duties as to what is choreographed movement versus blocked movement.
- Work with Props Designer on any added or deleted props from the props list prior to rehearsals.
- Work with Costume Designer to ensure costumes will work accordingly for the choreography.
- Communicate to Production Manager the needs for room set ups for auditions, i.e., location, speakers, etc.

AUDITIONS/PRE-REHEARSAL:

- Attendance at auditions is up to the discretion of the Director.
- Develop basic choreography for auditions with the Director's guidance.
- Meet with the Director to assist in planning the rehearsal schedule.
- Communicate to the Production Manager prior to rehearsals of any necessary room set up arrangements and room locations for all choreography rehearsals.

REHEARSALS:

- Attendance at the Company meeting is required.
- Communicate to the cast the required dance wear and footwear prior to the first choreography rehearsal.
- Leads choreography rehearsals and assists as needed at the discretion of the Director.
- If possible, assigns an applicable dance captain from the cast to lead warmups once in production.
- Obtain from either the Sound Designer, Music Director, or Production Manager rehearsal tracks for choreography rehearsals.
- Work with the Sound Designer on any necessary edits to the music prior to Tech Rehearsals.
- Maintain a safe and clean working environment, including proper footwear.
- Remain in constant communication with the Stage Manager to ensure accurate rehearsal reports.
- Read all rehearsal reports in Basecamp for updates and requests. Respond appropriately.
- Return communication with Production Department via Basecamp within 24 hours unless otherwise agreed upon.
- All choreography should be completed prior to the first Tech Rehearsal.

TECH REHEARSALS:

- Shift Tech Rehearsal (if applicable):
 - Saturday Before Tech: 10am-4pm
 - Not required to attend but is welcome to attend to help facilitate the scene shift choreography.
- Paper Tech:
 - Saturday Before Opening: 10am-Noon
 - Not required to attend.
- Q2Q or Tech Run Rehearsal:
 - Saturday Before Opening: 1pm-2pm: Tech Training
 - Not required to attend.
 - Saturday Before Opening: 2pm-9pm (End time depends upon complexity of show)
 - Attendance is required to collaborate with the design staff on the choreographed pieces.
 - Mini-Production Meetings will be held immediately following all Tech/Dress Rehearsals, all Production Staff present will be required to stay for the meetings.
- Maintain a clean and safe working environment

DRESS REHEARSALS:

- Sunday Before Opening: 1pm-4:30pm
 - Attendance is required.

- Monday-Thursday Before Opening: 6pm-9:30pm
 - Follow the “Rehearsals” and “Tech Rehearsals” procedures listed above.
 - Attends all Dress Rehearsals.
 - Production Staff can invite two guests to the Thursday Final Invited Dress Rehearsal.
- PERFORMANCES:**
- Not required to attend.
- STRIKE:**
- While not required to attend strike, your presence would certainly be welcome.
 - Check in with Production Director before leaving.