
Director Duties

- **SKILLS:**

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

- **DESCRIPTION:**

- The Director sets the overall artistic vision, collaborating with designers, casting the actors, blocking the production's movements, leading rehearsals, and monitoring the production's pacing.
- 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 Production Director will schedule a time with the Director to discuss opinions on Production Staff hiring.
- The Director 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.
- Participates in all Production Meetings either virtually or in person.
- Read and interpret the script in its entirety and post images and research material, concept/vision for the Production Staff to review on Basecamp prior to the first Production Meeting.
- Provides audition notice to Production Manager by first Production Meeting. The notice shall include audition requirements, character roles, rehearsal schedule, and sides.
- Collaborates with the Production Staff.
- Works with the Production Manager to schedule auditions and any needs, such as room set ups and sides to be printed, etc.

- **AUDITIONS/PRE-REHEARSAL:**

- Directs all auditions and callbacks.
- Inform Production Manager of those actors to be called for callbacks.
- Inform the Production Manager of those not called for callbacks nor cast.
- Casts the show.
- Contact and confirm those cast to the show.
- Communicates the rehearsal schedule with the Production Manager and Stage Manager regarding times and requested space set ups at least one week prior to the first day of rehearsal. Stage Manager will ensure copies are made and distributed to cast and Production Staff at the First Rehearsal.

- **REHEARSALS:**

- First Rehearsal/Read-Thru:
 - Attendance at the First Rehearsal is mandatory, headshots and measurements will also be taken at this time.
 - Introduce to the Cast the Phipps Personnel, the Production Staff, and the Council Production Coordinator.
 - Provide a biography for the program at the first rehearsal.
- General Rehearsals:
 - Blocks all the scenes, ensuring the Stage Manager is recording in the script appropriate directions.
 - Guides all Actor(s) to achieve the goals of the story.
 - Ensure rehearsals end on time prior to building hours. Stage Manager is responsible for locking up the rehearsal and performance spaces.

- **TECH REHEARSALS:**

- Shift Tech Rehearsal (if applicable):
 - Saturday Before Tech: 10am-4pm
 - Attendance is not mandatory, but it is strongly advised the Director to be available to assist the Stage Manager, Scenic Designer, and Production Director concerning the scene shift choreography to help accomplish the vision of the show.
- Paper Tech:
 - Saturday Before Opening: 10am-Noon
 - Required to attend, to help the Stage Manager understand the proper timing as designed by the Sound and Lighting Designers.
- Q2Q or Tech Run Rehearsal:
 - Saturday Before Opening: 1pm-2pm: Tech Training

- Not required to attend. This is when the Production Department, Stage Manager, Deck Captain, and Light and Sound Designers will train the crew in their appropriate positions.
- Saturday Before Opening: 1pm-9pm (End time depends upon complexity of show)
 - Attendance required.
- These are Tech Rehearsals. Directing notes should be taken down and distributed to the actors following the rehearsal. Stops to the Tech Rehearsal will be called by the Production Director or the Stage Manager.
- 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
 - Monday-Thursday Before Opening: 6pm-9:30pm
 - Follow the “Rehearsals” and “Q2Q or Tech Run Rehearsals” procedures listed above.
 - Attends all Dress Rehearsals.
 - Have the entire play ready for Opening Night
 - Production Staff can invite two guests to the Thursday Final Invited Dress Rehearsal.

- **PERFORMANCES:**
 - While the Director is not required to be at the performances, they are certainly welcome to attend. The Stage Manager will be running the show and will ensure the show performed is the same show rehearsed.

- **STRIKE:**
 - Director is not required to attend strike but is welcome to attend.
 - Check in with the Production Director before leaving.