

## **Job description: DIRECTOR**

The Director is the person appointed by the Society to have overall artistic control of a production, from the initial development of a vision for the production through until the end of the final dress rehearsal, at which point the performance and its staging are considered set and complete. This artistic control may be the Director's alone, or be part of a shared vision developed with a Musical Director (MD) and/or a Choreographer (C) who are also appointed by the Society.

Artistic control extends beyond the stage, into and including having artistic input towards the show logo, themes, colours, programmes and other printed promotional material, and also social media posts and the like, for the purposes of a unified "look and feel" to the production.

The Director is to work closely with the Production Manager (PM) at all times throughout the run of the production. The Director may give input into the selection of Heads of Departments (HoDs). The Director must attend all production meetings arranged by the PM.

**Duties of the Director** (working in collaboration with the MD and C, if appointed to the production)

1. Develop a clear vision for the production. The Director must have this vision in place from the outset, so that they are able to communicate their vision clearly to the PM and all HoDs. A successfully shared vision ensures collaborative work, and a smoother production.
2. Discuss set design with Set Designer, including the Choreographer in design discussions for both practicality and health and safety reasons.
3. Discuss budget requirements with the PM, MD, C and all HoDs. Assist with preparation of the budget which is presented to Society Main Committee.
4. Set audition dates, in collaboration with the PM. Prepare any script selections, and/or notify the PM of any other requirements for auditionees. (eg: pre-audition information night, pre-audition workshop, auditionees to prepare own choice of song for auditions)
5. Cast the production, and promptly advise the PM of the casting.
6. Prepare a rehearsal schedule. The finalised rehearsal schedule will include dates by which each department needs to have their contribution to the production set up and working. Discuss this schedule with the PM and HoDs to ensure they are all on board, understand the timing requirements, and are able to meet assigned dates. Make any adjustments needed, within reason. Include technical rehearsals, dress rehearsals, and full dress rehearsals in the last stages of the rehearsal schedule, and make sure all departments are aware of these.
7. Be present at ALL rehearsals, unless it is a rehearsal completely in the hands of MD or C, and the Director has arranged not to be there for good reason.

8. Consult with Stage Manager regularly throughout rehearsals, particularly when deciding on the mechanics/management of scene changes. Assign technical rehearsal time to stage crew.
9. Consult with Lighting and Sound departments regularly throughout rehearsals with regard to cues and/or sound issues. Assign technical rehearsal time to set lighting and sound effects.
10. Consult with Wardrobe, Makeup and Hair, and Props departments regularly throughout rehearsals. Assign time, as/if needed, outside rehearsals to meet with these HoDs to iron out any issues, or discuss requirements.
11. At the end of the final dress rehearsal, the Director will officially hand over the production to the cast, and control of all aspects of the production season to the Stage Manager.

The show must now run as the Director has set and rehearsed, with no changes, UNLESS:

- A new problem is noted, which requires an urgent alteration to be made (eg: for health and safety, or improved scene change flow)
- The Stage Manager informs the director of the required change, with respect to how they have made the alteration fit with the artistic direction of the production.
- The cast and crew are advised of the change, the reason for it, and if necessary are walked through it prior to the performance(s)

The Director is welcome to attend any/all performances and may give encouragement or praise to the cast. The Director may make no further changes to the show as set, or infer to the cast that changes should be made.

The Director may consult privately with the Stage Manager for the reasons outlined above, but any action is at the Stage Managers discretion.

The Director, Musical Director and Choreographer must ensure that they have returned their scripts and scores to the Production Manager before the end of the season.

**Foot note:** *The South Otago Theatrical Society encourages an atmosphere of inclusion, and professionalism. Committee would like to stress that we are all about our people enjoying their recreational theatre, and remind all directors that our members give their leisure time voluntarily to our endeavours. We ask that you run a tight ship, but a fun ship. That you expect kindness and respect for one another from all involved, and importantly that you lead by example. Thank you.*