



POSITION DESCRIPTION: Director

HOURS: Estimated Minimum 100 hours/production

General Accountabilities

The Director is responsible for developing a dramatic interpretation of the playwright's script and the artistic vision for the production. The Director has final authority over everything appearing on stage until opening night. The Stage Manager is in charge of the production from opening night until closing night.

Specific Accountabilities

Four months before the production goes to stage

1. From study of the script, determine;
 - A dramatic interpretation for the stage performance
 - The key traits of the characters
 - The set design, including a list of potential stage props
 - The theme and colour palette for costumes
 - The lighting requirements for the design
 - The sound requirements
 - How many copies of the script will be needed

2. For cast auditions;
 - Set dates with the producer for audition sessions and call backs
 - Assist with the promotion of the auditions on the PTP website, the PTP newsletter and in the local newspaper
 - Select passages from the script (sides) that demonstrate the key traits of each character
 - Facilitate each audition with introductions, description of the artistic intent for the play, summary of the character key traits and interactions, and cast responsibilities to the production
 - Have prospects read script selections for the characters
 - Track observations with notes

- Select a cast of characters, with possible back-ups should a prospect decline a role
- Contact selected cast members to confirm participation in the play
- Send a welcome/confirmation email to the cast with a suggested rehearsal schedule
- Get script copies for the cast

Two months before the production goes to stage

3. For the first rehearsal;
 - Have the cast sit at a table facing one another with the director at the head of the table
 - Confirm the rehearsal schedule times and locations,
 - Review a stage layout plan
 - Review scene/set changes,
 - Complete a read through of the script
 - Confirm availability for the next rehearsal
4. For on-book rehearsals;
 - Develop characters and blocking possibilities with cast input but with final decisions to be made by the Director
5. Before the stage is available, for off-book rehearsals;
 - Finalize/refine characters and their interactions
 - Finalize/refine blocking
 - Introduce character props and costumes
 - Determine the needs for hair and makeup
6. After the stage is available, for off-book rehearsals;
 - Finalize/refine characters' interactions with the set and stage props
 - Review the lighting design with the lighting technician
 - Review the sound design with the sound technician
 - Finalize a technical version of the script with all notes and timing of effects for the lighting/sound technicians
 - Review the production details with the Stage Manager

One week before the production goes to stage

7. For the Technical Rehearsal;
 - Have all characters take positions for all lighting and sound effects to be finalized

8. For the Dress Rehearsal;
 - If possible, invite a volunteer audience to provide feedback to the cast/director
 - Provide any final directing notes

9. For all other performances;
 - Be available to the cast and Stage Manager for questions
 - Attend the closing performance for bows with the cast

10. For the wrap party;
 - Be available to attend the wrap party.

11. Post Production
 - Consult with the Stage Manager on disposition of the set, stage props and costumes.
 - Attend a post-production meeting to review to discuss what went well and what could be improved, as input to a Post-Production Report coordinated by the Producer.