



## **POSITION DESCRIPTION: Assistant Director**

**HOURS: Estimated Minimum 100 hours/production**

### **General Accountabilities**

The Assistant Director supports the Director in developing the dramatic interpretation of the playwright's script and the artistic vision for the production. The duties of an Assistant Director vary from show to show; this page provides an outline of what might be expected of an Assistant Director. Some duties may be shared with the Stage Manager. Good communication and respect are important in clarifying the assignment of these duties—and the assignments may change throughout the rehearsal period.

### **Pre-Production Duties**

- Read and study the play; discuss interpretation and production concept with the Director.
- Attend all design meetings.
- Attend and assist with auditions and call-backs.

### **Duties of the Assistant Director *During* Rehearsals**

- Attend all rehearsals, actively watch and listen, sometimes take notes for Director.
- Take notes and communicate regularly with the Director regarding the progress of the production. Support the Director in realizing the play onstage, which requires an in-depth understanding of the play, its characters, the setting, etc.
- Director may also ask Assistant Director to run special rehearsals such as line-throughs or speed-throughs.
- The AD may be asked to walk through scenes for an absent actor.

### **Duties of the Assistant Director *After* Rehearsals**

- The Assistant Director may be asked to type up any rehearsal notes taken by the Director for distribution to the cast and/or crew.

### **Duties of the Assistant Director *Between* Rehearsals**

- Attend all production meetings, making sure Director's concerns are addressed.

### **Tech and Dress Rehearsals thru Opening**

- Take notes during tech and dress rehearsals, and share with cast and crew.
- Once the show opens, the Director's responsibilities to the production end, and the Assistant Director's tasks are likewise concluded.