

SHEBOYGAN THEATRE COMPANY

JOB DESCRIPTION

TITLE: Director

RELATIONSHIPS:

- Reports to PROGRAM PLANNING AND DEVELOPMENT COMMITTEE.
- Supervises Volunteers
- Supervises Music Director & Choreographer for musicals
- Works with the Production Manager
- Works with Community Recreation Office and Maintenance Support
- Works with building administration and custodial Staff

LENGTH OF CONTRACT:

Auditions through opening night.

DESIRED QUALIFICATIONS OF THE POSITION:

Graduate of an accredited college or university with a bachelor degree in theatre, and/or a minimum of three years of experience in theatrical production direction.

REQUIREMENTS OF THE POSITION:

Along with the assistance of the Production Manager, the person in this position is responsible for the management, coordination, direction, and supervision of community theatre education and production opportunities for youth and adults. The director must be able to work within a school setting.

RESPONSIBILITIES:

- Coordinates the activities necessary for the selection and development of volunteer performers.
- Provide for the coordination of the actors and technical staff to ensure the presentation of quality productions.
- Works in collaboration with the Production Manager, Musical Director, Choreographer, and Set Designer to produce a theatre production of the highest quality possible within the limitations of budget, facility and volunteer availability.
- Audition, train, supervise and develop a sufficient quality of volunteer performers to carry out the activities of the Company.

Specific Duties:

- Read script to determine casting needs
- Communicate requirements for the audition notice and press release to the Administrative/Marketing Coordinator
- Check with the Production Manager for any facility restrictions.
- Collaborate with the Production Manager in order to maintain quality, safety, work within budget limitations, volunteer availability, and time restrictions, and maintain a good relationship with the Sheboygan Area School District
- Design concept of production
- Formulate initial ideas for set design
- Design a cast, song, and scene breakdown to determine specific casting needs
- Communicate with the set designer to discuss initial set design.
- Communicate with the production Manager to establish a production schedule.

- Schedule production meeting with production manager.
- Begin initial discussions w/ Musical Director and Choreographer regarding their availability for rehearsal schedule
- Design audition process and collaborate with Musical Director and Choreographer to determine casting needs and audition schedule
- Choose audition scenes and provide copies of audition scenes as necessary
- Generate general rehearsal schedule to be distributed at auditions
- Conduct auditions
- Announce casting decisions
- Communicate expectations of Musical Director and Choreographer responsibilities for the term of their contracts
- Design initial rehearsal schedule from auditions thru closing night
- Finalize cast, song, and scene breakdown and provide copies for staff and cast
- Finalize rehearsal schedule based on cast conflicts and provide copies for staff and cast
- Block entire show on paper
- Compile cast lists, phone lists, rehearsal schedules, cast/scene/song breakdowns for production staff
- Attend production meeting & present concepts
- Generate prop list for Production Manager and Prop Masters
- Generate running order for Production Manager, Prop Masters, Lighting, and Designer
- Give audition cards to Production Manager
- Give director's notes for the program/newspaper advertising to the Administrative/Marketing Coordinator & Production Manager
- Lead Technical Rehearsals
- Supervise the production
- Organize picture call list

Other:

Perform other duties as assigned by the PPDC.