

Black Hills Community Theatre
Assistant Director Responsibilities

Before rehearsals begin:

- Thoroughly review script
- Meet with Director to determine responsibilities. Assistant Directors might
 - o Take the lead on a certain scene or characters
 - o Take the lead on coordinating a specific technical element
 - o Take the lead on directing a particular skill such as combat or dance
 - o Advise the director as a second set of eyes and ears in the rehearsal room
- Attend auditions and assist as requested
- Attend director & stage manager meeting(s)
- Attend design meetings as requested
- Attend initial production meetings

During the rehearsal period:

- Plan rehearsal activities for your assigned areas
- Attend rehearsals as requested
 - o Stage assigned moments/scenes
 - o Coach assigned actors
 - o Assist the director as requested
- As able contribute to promotion of the show
 - o Participate in TV, Radio, and Newspaper interviews
 - o Share BHCT marketing on your own social media
- Attend all production meetings
- Check in with the Artistic Director about any concerns/questions

During Tech Week:

- Work with production team and stage manager to refine technical elements as requested by the director
- Attend meetings and rehearsals as requested

During the show run:

- Attend opening night performance
- Schedule and attend brush up rehearsals as necessary