

Black Hills Community Theatre
Director Job Responsibilities

Before rehearsals begin:

- Thoroughly review script and prepare audition materials
- Hold auditions and cast roles
 - o Communicate sides for auditions to BHCT staff at least four weeks before auditions
 - o Provide any material for callbacks to BHCT staff the week of auditions
- Meet with stage manager to discuss and schedule rehearsals, and prepare for first day
 - o Rehearsal schedule must be sent to BHCT staff to reserve space in the building
- Meet with assistant director to determine assignment of responsibilities
- Meet with individual designers/music directors/choreographers to discuss ideas and concepts
- Schedule production meetings
 - o Should occur weekly

During the rehearsal period:

- Plan each rehearsal, including call and release times
 - o Schedule a company meeting at the start of the first rehearsal
 - o Schedule a designer/understudy run through
 - o A typical six week rehearsal schedule should include 80-100 hours of rehearsal time
- Attend all rehearsals
 - o Stage entire show
 - o Communicate needs and questions to stage manager for rehearsal report
 - o Coach actors on their performance
 - o Provide opportunities to assistant director as agreed
- 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
 - o Provide a quote for the press release
- Attend all production meetings
 - o Check in with all production staff
 - o Advise production staff of any changes or needs
 - o Make sure the work of the team is complimentary and creating a cohesive whole
- Contact the Artistic Director with any questions/concerns

During Tech Week:

- Work with production team to refine the technical elements
 - o Attend a paper tech, without actors, to have all cues ready for first tech rehearsal
 - o Ensure the show has a cohesive look and feel
 - o Rehearse the timing of lighting and sound cues
 - o Assign dressers to assist with quick changes and rehearse until smooth
- Begin to hand over the show to your stage manager
 - o Allow stage manager to call rehearsals and break times
 - o Begin to refer actors to the stage manager for questions and concerns
 - o Limit new notes to the absolutely necessary. Let the stage manager give reminders of old notes.

During the show run:

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