

BLOOMFIELD PLAYERS COMMUNITY THEATRE
Position Description

TITLE: Director

FLSA CODE: Exempt

REPORTS TO: Producer and Board of Directors

DATE: May, 2005

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Pre-Show:

- a. Meets with the Music Director, Choreographer and Producer to discuss everyone's vision of the show and how the auditions are to be run.
- b. Responsible for developing and communicating the main concept/focus and ideas of the show to co-directors, technical staff and cast.
- c. Attend production staff meetings to discuss all production requirements. Concepts and ideas must fit within budgetary and general artistic guidelines approved by the Board of Directors.
- d. Prepares a draft calendar of rehearsals to maximize cast time and minimize inactivity.
- e. Prepares rudimentary drawings / descriptions of the set design or approves the design concepts from the production staff. All design elements must keep in mind the capabilities of the production staff, facilities and show budget.
- f. Prepares materials for auditions including character sketches and scene selections.
- g. Becomes familiar with the physical limitations of the theatre facilities and equipment in order to execute design ideas.
- h. Meets with Producer, Music Director and Choreographer to determine audition and casting procedures and criteria.

2. Auditions:

- a. Conducts the audition providing explanation of audition process to auditioners.
- b. Casts the show in conjunction with the Producer, Music Director and Choreographer.
- c. Must attend all auditions and callbacks.

3. Production / Rehearsals:

- a. Meets and works cooperatively with all members of the production team including Music Director, Costumer, Choreographer, Set Construction Manager, Technical Manager, Stage Manager, Prop Manager and Producer to ensure production requirements are identified and properly communicated.
- b. Make necessary cuts to show to ensure a run time of less than three hours including intermissions.
- c. Develop workable rehearsal schedule in conjunction with the Music Director and Choreographer.
- d. Must realize the potential of community theatre members, but also recognize their limitations, and within these limits inspire all to achieve the highest level of performance possible.
- e. Start and end rehearsals on time. Plan rehearsals to avoid excessive down time for cast members, to the extent possible.
- f. Working with Producer attempts to resolve cast problems and takes corrective action if necessary.
- g. Responsible for smooth-running and well-paced rehearsals.
- h. Blocks the show.
- i. Demonstrates leadership qualities such as organization, clear directorial objectives, dependability, punctuality and polite, caring disposition keeping every mindful of the sacrifices and contributions of the volunteer cast and crews.
- j. Meet with technical crew to set stage scenery and resolve set up problems.

4. Performance:

- a. Recognize the Stage Manager's role in managing the show during performance runs.
- b. View performances to provide any necessary follow-up direction or assistance to cast or crews.

5. Post Production:

- a. Assists with strike on closing night and attends closing night party.
- b. Returns scripts, music scores, etc. to Producer erased and ready to return to the publisher.
- c. Provides feedback to Producer and Board of Directors regarding any difficulties experienced in directing the show with constructive suggestions for consideration by the Board. Also provides feedback regarding operations which ran smoothly that he/she would recommend continuing.

BLOOMFIELD PLAYERS COMMUNITY THEATRE

Position Description

SUPERVISORY RESPONSIBILITIES

Responsible for all aspects of supervision of selected staff, to include: assigning and prioritizing work activities, performance management, developing skills and abilities and supporting BPTC guidelines. Staff includes Music Director, Costumer, Choreographer, Set Construction Manager, Technical Manager, Stage Manager, Prop Manager and Producer.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be available in early December for auditions.
- Must be available January through early March for rehearsals which will be scheduled up to four nights per week from approximately 7:00 pm – 10:00 pm. Time commitment may increase and include weekends two weeks prior to opening night.
- Must be available for monthly meetings with the Creative Team.
- Must have thoroughly read script with particular attention to Director's responsibilities.
- Must have directed at least one major musical.
- Must have performed onstage to understand the requirements and sensitivities of actors.
- Must be organized and possess great attention to detail in planning schedules, blocking, character analysis, and working with directorial and production staff to accomplish requirements.
- Must have experience directing large casts that include adults and children of all ages and abilities.
- Must have excellent communication skills and leadership ability.
- Must be a strong team player.

EDUCATION

- Minimum of 3 years relevant directorial work experience.
- Baccalaureate degree in theatre preferred.
- Advanced degree desired.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job will require work after normal business hours and on weekends.

This description is intended to describe the type and level of work being performed by a person assigned to this position. It is NOT an exhaustive list of all duties and responsibilities required by a person so classified.