



## Great Northern Theatre Company Position Description

### DIRECTOR

#### Position Summary

The Director is responsible for carrying out the artistic vision of the production.

#### Essential Functions

1. Meet with the Producer(s) to go over Director Job Description, and Production Crew list: *Assistant Director/Production Manager, Stage Manager, Rehearsal Pianist, Set Designer, Vocal Director, Pit Orchestra Director, Choreographer, Costume Designer, Lighting & Sound Technician, Light & Sound Coordinator, Prop Coordinator, and Children's Coordinator if needed.*
2. Meet with the Producer to receive the budget already prepared by the board. You can make recommendations for any needed changes
3. Meet with the Producer to approve Audition, Rehearsal and Performance dates already recommended by the board.
4. Meet with the Producer to discuss the schedule and establish timelines for completion of projects. Full run through of the show must happen the week before production week. Deadline for changes for sets, props, sound and lights must be Monday of performance week.
5. Set a production meeting schedule with the Producer, production staff and Board Liaisons with one in the first 4 weeks of practice and one in the second half to see that all elements of the production are completed in a timely manner.
6. Give feedback for the show logo, program design, and other publicity with the Publicist.
7. Be present at auditions, all rehearsals, at all performances, production meetings and strike of set.
8. Auditions:
  - a. Determine and coordinate with the Vocal Director and choreographer what you want for them to read, sing and dance to.
  - b. Make script and music selections that will be put on GNTC website. Give these to the Publicist.
9. Select cast members with the help of Vocal Director and Choreographer recommendations
10. Direct rehearsals. Communicate with your Production manager, Vocal Director and Choreographer what will be practiced for each rehearsal: Blocking, vocals, choreography, etc.

11. Meet with Set designers and give your vision for the sets.
  - a. Decide what you want for your lights and meet with the Light Coordinator. Be available to run through the light setting if needed.
12. Discuss any needed music cuts with the Choreographer and Orchestra Director.
13. Provide feedback to the cast and crew during rehearsals. Give notes after each dress rehearsal and before each performance.
14. Meet with the prop coordinator, set designer, Production manager, stage manager and costume manager to establish what is needed and who will be finding which props.
15. Discuss with Vocal Director, Orchestra Director and Production Manager if you want a Sitzprobe practice.
16. Give the Playbill person your Director's Notes and any people/organizations that need to be thanked, 4 weeks prior to performance.
17. Check the Playbill for corrections and accuracy and inform the Playbill person of any errors, additions, etc. two weeks prior to performance.
18. Meet with the Producer to discuss recommend honoraria payments.
19. Fill out reimbursement forms and attach or copy any receipts for payment.
20. Send a written report to the producer about what worked and what improvements could be made for the next production. This report is due within two weeks of the end of the show. Payment for the director's position will be disbursed after the report is received.

### **Requirements**

1. Experience in and a working knowledge of all areas of a (musical) theater production (stage work, costuming, orchestra, technical aspects, choreography, etc.).
2. Ability to manage adults and children in a community theatre setting.
3. Previous production position with GNTC.
4. Strong organizational skills

**Reporting Relationship:** The Director reports directly to the Producer and board liaison.

**Stipend:** \$1,750