

## Director

The director is the managing director of the whole show and are responsible for all aspects. Although they will recruit a team of people to support individual aspects, they have the final say.

The following steps need to be taken through the whole planning and preparing of a show:

- Agree the publicity design and consult with Hugh Raine so it's ready for next season's publicity
- Prepare an audition sheet
- Create a paragraph summary for brochure and fliers which will help sell the show
- Arrange audition dates with Secretary
- Set up auditions and arrange circulation of reading copies
- Audition and decide on cast and confirm cast with Secretary (who sends out mail to all who attended)
- Recruit a Set Designer, Stage Manager, Costume Designer, Lighting Operator, Sound Designer, Sound Operator, Properties, Prompter and Backstage assistants
- Create a rehearsal schedule, checking availability of Dag rehearsal space with David Fletcher
- Send rehearsal schedule to cast and production group
- Work with Set Designer to recruit Set Builders
- Plan in time with Andy Wright for lighting design/plot and Tech rehearsals
- Agree the final set design with the set designer and the Technical Officer
- Manage a Set Get-in, this could be done in conjunction with the get-out for the previous production
- During rehearsals act as theatre manager and ensure at least 2 shutters are open in the building so there are 2 means of exit.
- Create content for the programme and forward to Secretary
- Create content for any publicity preview content and forward to Publicity Officer
- Once the set is completed ensure it has been agreed by the Technical Officer
- Liaise with the Stage Manager and backstage assistants at full run rehearsals to check they have clear instructions.
- Arrange for photographs to be taken at a dress rehearsal
- Create a lighting plot and marked up script and send to Andy Wright at least 2 weeks before the performance. If specialist equipment is needed (eg strobe/gobo) ensure he is notified as early as possible.
- Create a sound plot and marked up script and agree with Sound Operator.
- Support Lighting and Sound operation with cue to cues before technical rehearsal.
- Ensure all parts of production (both on and off stage) are ready before the opening performance.
- Ensure the auditorium is ready for the opening performance - e.g. all chairs are in place, floor is clean and tidy following technical/dress rehearsals.
- Ensure that the Prompter is aware of the fire exit procedure during the run of a show, eg the Prompter is responsible for opening the doors to the garden if there is a fire.
- Arrange a complete Get-out to be done within 3 days of the show finish, this involves: work with the set designer and stage manager to arrange a complete knock down of the set and return to the state that it was before the show. Please be aware that this can cross over with a Get-in for the next production.

During all of the above the Director can have access to the committee, eg if they're having a problem recruiting support.

## Stage Manager

The Stage Manager's role is to manage the production once the show has started. This involves:

- Support the Director with the Technical and Dress Rehearsals
- Production Manage the run of the show:
  - Ensure the stage and back stage is ready for performance
  - Call cast 15 minutes and beginners 5 minutes before the start of the show
  - Ring bell 3 minutes before the start of the show
  - Ensure backstage are ready to start
  - Advise prompter when show is ready to start
  - Ring the bell at the interval 5 minutes before end of the interval
  - Ensure the cast, backstage assistants and prompter are ready after interval
  - Advise prompter when show is ready to continue after interval
  - Ready the stage for the next performance once the show is finished
- Support the Director with a set Get Out – recruit a team to ensure the set is returned to storage and the stage is clear for the next show