DIRECTOR DUTIES

1. Choose the play and also possibly help determine overall theatre season.

2. Obtain rights.

3. Send for scripts (cast members plus 14 for crew).

4. Prepare director’s analysis and share with design team.

5. Start production meetings 20 weeks before opening and attend subsequent meetings:
   
   - 16 weeks
   - 13 weeks
   - 10 weeks
   - 8 - 5 weeks
   - 3 weeks
   - 2 weeks

   See Schedule A Production Meetings


7. Announce the auditions.

8. Hold auditions.

9. Post the cast list.

10. Provide cast list to Costume Designer and to Dr. Lile.

11. Notify the Dean’s Office of those students involved who are eligible for performance credit.
12. Hometown forms to Rod Surber.

13. Establish rehearsal schedule.

14. Block and rehearse the play (include analysis meeting).

15. Help student to interpret character.

16. Provide synopsis of play to Dr. Lile and Children’s Theatre synopsis to Theatre Secretary.

17. Get poster material to Dr. Lile.

18. Provide program continuity to Dr. Lile.

19. Carefully follow the production calendar and remind cast and designers (if necessary) about upcoming due dates.
20. Inform all involved personnel, actors, designers and tech people if any changes occur on schedule or if any shows are added or deleted to schedule.

21. Set times for costume parade and publicity shots.

22. Attend costume parade and stage publicity shots.

23. Give copy of notes to cast and crew members.

24. Attend pre-paper tech meeting, then paper tech meeting, cue to cue rehearsals, all run-throughs.

25. Establish times and invite speakers and moderator for post mortem.


27. Organize and attend picture call.

28. Turn in performance credits and grades to Dr. Fields, Dean’s office, business office and registrar to inform people of deadlines to pay for credit.

29. Attend and participate in post mortem, must secure personnel for post mortem.

30. Program and production pictures in archives.

31. Throughout all of this, keep sane.

32. Supervise Stage Manager.