

2.3.2 DIRECTOR

Last modified Sep 12, 2025

GENERAL RESPONSIBILITIES

The Director is selected by the Board of Directors.

The Director is responsible to the Board of Directors for the artistic interpretation and presentation of the selected script, and will leave production matters in the hands of the Producer, who is the link between the artistic side of the production and its physical/ technical/ financial aspects.

The Director will encourage, consult with, and co-ordinate the department heads of set, costumes, lighting, sound, properties and publicity in the development of designs for the production, and will be the final arbiter when design decisions are made.

THE DESIGN PHASE

Prior To Auditions/ Design Meeting

Meet with the Producer to discuss your initial ideas and vision of the production.

Assist and advise the Producer as necessary, on the recruitment of the department heads.

Work with the Producer to schedule design meetings.

Work with the Producer to schedule auditions and prepare an audition notice.

Prepare script excerpts, as required, for use at auditions.

Design Meeting

Conduct the Design Meeting.

Outline your concept, artistic plans and designs for the production to the designers.

Discuss with the designers their concepts, artistic plans and designs for the production.

Work with the Producers to schedule the Initial Production Meeting.

Auditions

Conduct the auditions.

When casting the play, make every effort to cast members of the Club, wherever this is possible.

After auditions are complete, discuss call-backs with the Producer. The Producer will telephone those whom the Director wishes to see again.

When the Director has made the final casting decisions, the Producer will telephone both the members of the cast and those who were not successful at the auditions.

With the Producer, arrange the first Read-Through, possibly in conjunction with the Initial Production Meeting so that members of the crew can attend.

Initial Production Meeting

Outline your concept, artistic plans and designs for the production to the crew.

Display and discuss any designs, models, and any prepared working drawings.

Assist in the development of a workable schedule of dates and deadlines.

THE PREPARATION PHASE

Read-Through

Outline your concept, artistic plans and designs for the production to the cast.

Read the script together.

With the Producer, Stage Manager and cast, finalise a rehearsal schedule and distribute it to the cast.

Rehearsals

Conduct rehearsals, with the assistance of the Stage Manager.

The Stage Manager will:

- act as the communication centre for the Director, Producer, cast and crew
- be the first to arrive at the theatre for rehearsals, and prepare it for use
- start and keep the rehearsals on time, including scheduling breaks
- make notes of all blocking, directions, suggestions, observations and notes given by the Director in the Stage Manager's Book (the Stage Manager's Book will become the definitive record)
- prompt actors as necessary, when actors are no longer using books
- close the theatre after rehearsals

Cue Design Sessions

Meet with the Lighting Designer, Sound Designer and Stage Manager to design all lighting and sound cues necessary for the production.

Costume Parade

Attend the costume parade, and work with the Costume Designer to finalise all costumes and identify any necessary changes.

Photography Sessions

Attend the photography sessions. In discussion with the photographer, decide on how many and what type of pictures are needed for display. Usually, the display pictures consist of headshots of all actors and designers, along with the director and producer. Action shots may also be used.

There should also be pictures taken of the cast, cast & crew, and some scenes on the set. These do not necessarily go on display; they are for cast and crew to purchase and for archives.

Technical Rehearsals

Attend the technical rehearsals, and work with the Stage Manager, Lighting Designer and Sound Designer to finalise cues and set levels.

THE OPERATION PHASE

Cue-To-Cue

Attend the cue-to-cue, and work with the Stage Manager to ensure that the sequence and execution of cues are called correctly.

Dress Rehearsals and Preview

Attend the Dress Rehearsals and Preview, which are conducted and controlled by the Stage Manager.

Give notes to the cast and crew after the Dress Rehearsals and Preview.

Performances

The direct responsibilities of the Director end at the close of the final Dress Rehearsal; he/she will have no further directorial contact or involvement with the cast and crew unless specifically invited by the Stage Manager.

The Stage Manager is responsible to keep the vision and intentions of the Director alive through the entire run of the show. If the Director has notes, they must be passed to the Stage Manager. If the notes are for actors, it is at the Stage Manager's discretion to deliver the note to the actor.

After The Production Closes

Attend the Post-Production Meeting or submit report.