

Assistant Director Application (complete back as well)

The **Assistant Director** (AD) position is an opportunity to learn firsthand an individual director's process and the production process as a whole. The duties of the AD are quite flexible and will vary from production to production and Director to Director. The AD's responsibilities may include facilitating the rehearsal process, taking notes, and facilitating the smooth running of the entire production process, and/or other duties as assigned. Sometimes a Director will expect the AD to perform duties normally assigned to the Stage Manager and vice versa. Specific duties and tasks will be decided based on the abilities of the assistant and the needs of the show.

Communication and negotiation are important in clarifying the assignment of these duties. Typically the AD will act as another set of eyes and ears and as a sounding board for the Director at rehearsals and performances. Therefore, it is essential to note that the AD position is one of trust and confidentiality--the Director may share thoughts or concerns that should not be common knowledge.

When asked, the AD will offer constructive suggestions to the Director regarding any elements of the production from design to performances. The AD should keep in mind their status as a student and that the structure of the production team in academic theatre differs from community and professional situations; therefore, the Director should be the only person communicating notes and suggestions directly with the production team members and crew **including** performers unless otherwise instructed to do so. It is essential that the AD restrict their comments to the Director in order to avoid confusing or possibly contradictory messages.

Expectations

1. Help in the creation of the production by blocking 1-2 specific scenes; discuss the interpretation and production concept with the Director/Technicians.
2. Attend all production rehearsals, meetings, and performances. Run the production remind and send all reminders.
3. Assist the Director as needed. Sit in on all rehearsals, taking notes and actively watching and listening. Communicate regularly with the Director regarding the progress of the production. Track absences and attendance for rehearsals.
4. Run special rehearsals such as line-throughs, speed-throughs, etc. if the Director requests it. Research time periods, etc. as needed and requested by the Director.
5. The AD may be asked to walk through scenes for an absent actor.
6. Directors may ask the Assistant Director to take blocking, line, and/or dialect notes. I will ask you to write down ALL character's blocking notes in your script.
7. Insure that appropriate people and/or organizations are thanked in the program for their contributions to the production (aka: double check the program for errors).
8. Makes notes for the Director as instructed during rehearsals and tech. Share these notes with the Director who may communicate them to the cast and/or crew.
9. The Assistant Director may be asked to type up any rehearsal notes taken by the Director for distribution to the cast and/or crew.
10. Direct or clean scenes as needed and requested by the Director.

Assistant Director Application Form

Please complete the following form AFTER reading through the potential and assigned duties for the job on the previous page and submit the application form to Ms. Cline by Tuesday, September 3rd . You can turn it in in the folder on the department call board or in room 2313. You may turn it in early. Having the form turned in late will result in not having the application considered for the position.

Applicant Name: _____

Applicant Email: _____

What grade is the applicant currently?:

Freshman

Sophomore

Junior

Senior

Current GPA: _____

**Department policy specifies that students participating in main-stage productions must have at least a 2.5 GPA.

Please check off the following statements and sign below, agreeing to perform these duties for the production if chosen as the AD:

_____ I affirm that I have read and understand the responsibilities of the position for which I am applying.

_____ I affirm that I can and will perform these duties to the full-extent in a timely and professional manner.

_____ I affirm that I will maintain confidentiality and professionalism as needed in this position.

You must submit a conflict calendar with your application IF not attached to an audition form.

Student Signature: _____

Please write one paragraph in the space below (5-7 full sentences) describing why you believe you would be a great assistant director: