



Albany Civic Theater is soliciting director submissions for our next season. The new season will open in **September of 2025 and run through August 2026.**

Please read this packet thoroughly, even if you have directed for us before. There may be some changes of which you may not be aware; this a “must read” for every director. If you are interested in applying to direct, we urge you to:

- ✓ Read the information packet to make sure you have, or will have, met the necessary minimum qualifications for directing at ACT
- ✓ The New Charge to the Playreading Committee for the 2024-25 season is attached.
- ✓ Remember that we continue to focus on productions with the LGBTQIA+ community and People with Disabilities. We hope to move toward more inclusive Season packages that will include performers and subject matters that will reach a wider audience than we have focused on in the past.
- ✓ Start reading scripts
- ✓ Talk to other directors. We often find duplicate scripts submitted by separate directors. Communication will help keep that to a minimum.
- ✓ If you submit more than one play, please choose plays that are diverse from each other; maybe a musical and a drama or a comedy and a mystery.
- ✓ Please consider submitting at least one play that has high name recognition. Musicals and well known comedies are especially needed this year.
- ✓ You may submit up to three plays for consideration by the ACT Play Reading Committee.
- ✓ All scripts and accompanying forms must be received at the theater by **5:59 p.m. on Sunday, January 28, 2024.**

At the February board meeting, the board will review all directors and determine at that time those who qualify for the season. Submitting directors who are not chosen to direct will be contacted within that week with the reason(s) and given tools to assist them to meet qualifications for the following season.

Our schedule calls for a recommended season to be presented to ACT members for final approval at the April membership meeting.

If, after reading this packet, you have questions about the process or about plays to submit, contact me by phone **541-990-3192** or e-mail [actpresident@albanycivic.org](mailto:actpresident@albanycivic.org)

Note that in the upcoming 2025-26 season we will be looking for a season of classics or plays that have been done at Albany Civic before. You may want to consider saving those selections to submit next year in January 2025.

Johanna Spencer, **President, Albany Civic Theater**



## Charge to the Play Reading Committee for the 2024-2025 Season

### Artistic Considerations

- Look at quality shows that represent ACT well
- Director interest -
  - Try to match directors with their capabilities in the case of a needed tie breaker
  - encourage 1st time directors and experienced directors who may have not directed recently
- Technical Challenges - Is this a show ACT can do technically
- Consider Casting Challenges
  - Balance of genders and ages
  - Think about diversity and inclusion in casting choices.
- Talent pool availability due to other recent productions in the area - Consult with other theaters in the area.
- Consider our talent pool, more women than men, mature women and men, youth leads

### Business Considerations

- Audience appeal
  - Length
  - Period (e.g., Shakespeare, classical, old)
  - Name recognition
  - Audience fatigue (too many other productions in the area recently)
  - Consider other shows being produced in the area in the next season and try not to overlap genres (especially musicals)
  - Balance of type (drama, comedy, musical, mystery, etc)
  - Consider youth shows and family friendly shows during the summer and holiday season.
- Cost of production - Take costs including royalties and possible income into account to insure a financially sound season.
- Consider 7- 10 quality shows depending on submissions and scheduling
  - Consider shows in the public domain
  - Consider some specials and/or radio shows or streaming productions.
  - Consider how long each show should run based on possible audience attendance.
  - Consider keeping casts small, including musicians and ensembles.



## ACT Play Submission Guidelines

Revised 11/2023

### Who May Submit?

Albany Civic Theater is both a community theater and a theater community. Our directors, like all volunteers are unpaid. Therefore, we expect those who direct for us to have demonstrated both a commitment to our theater and an understanding of how we operate.

This packet goes out to:

- People who have directed for us before
- People who have expressed interest in directing
- Others whose names have been suggested to us as potential directors
- Anyone online who is interested (<http://albanycivic.org>)

### New Directors

Box office intake accounts for 90% of our revenue. Each show is a financial risk we take seriously.

Just as important are our volunteers. As a director, you may have a brilliant vision and an amazing script but your “people skills” are going to determine whether those folks volunteering will come back and do shows with us (and see them as well).

Before you may direct at ACT, you MUST -- at a minimum -- have served as a stage manager or assistant director or have equivalent experience. We urge all would-be directors to get as much experience on how we do things here at ACT as possible. The better we know you...the more we have seen of your skills...the more likely you will be sitting in the director’s chair on opening night.

If you are new to directing, please be realistic. Think “small cast shows” with low tech. Shows that are big in scope (or complicated in intimacy...as many two person shows are) are best saved for you when you are more experienced and know who to enlist in your major project.

If two or more people submit the same script, it will be up to the Play Reading Committee to determine which, if any of them, is selected to direct the show based on director qualifications, scheduling, other scripts each has submitted and all the usual factors that go into director selection.

### What to Submit

You are invited to submit up to three plays you would like to direct. To give the Play Reading Committee the greatest flexibility possible --and yourself the greatest chance-- please consider submitting plays of different styles, cast sizes, periods, etc. See the page on “Choosing a Script” for details.

### Submitting a Musical

Because of their inherent scope and complications, first time directors should avoid submitting a musical. Additionally, first time musical directors need to have worked as an assistant director or stage manager on an ACT musical or have

equivalent experience. If you have the experience and desire to mount a production, please contact an experienced ACT music director to determine whether an orchestra is likely to be available at the time(s) when you'd like to direct. It is difficult to get pit musicians at certain times of year. We also expect those submitting musicals to have a musical director tentatively lined up. Please include a tape, CD, or digital file of the music for the Play Reading Committee.

### **Providing Scripts**

Each prospective director must submit scripts at their own expense to the committee. Wisdom dictates that you make a copy (or two...or three) of the script and keep the original for yourself. It may be possible to submit a digital edition to the PRC. Talk to the PRC committee chair about that. Please adhere to the submission deadline of **5:59 p.m. January 28, 2024** (A 1-minute grace period is provided for the deadline-impaired.)

In addition to scripts, please submit:

- A brief cover letter explaining why you want to direct at ACT
- One copy of the play submission form (also enclosed) *for each play* you submit. You may wish to bind these forms into the front of the scripts.

Just drop these off in the box located in the ACT mailroom or mail to:

Play Reading Committee  
ACT PO Box 82  
Albany, OR 97321

### **Selection Process**

The ACT Board of Directors will pre-screen director applications at the **February 2024** board meeting to determine if they meet the needed qualifications. For more information on the pre-screening process, contact **President Johanna Spencer by phone, 541-990-3192, or email: [actpresident@albanycivic.org](mailto:actpresident@albanycivic.org)**. If you have had problems working with volunteers in the past, you may want to address those problems and explain how you have addressed them to prevent their recurrence.

The Play Reading Committee is selected from the ranks of Albany Civic Theater's membership and represents a broad range of theater experience, interests, and tastes. The committee will:

- Read the scripts
- Look closely at director needs and schedules
- Select a balanced season of comedies, dramas and musicals that best meets the charge to the Play Reading Committee for this season, and submit the season proposal to our paid membership, which will meet in April to adopt a final season.

In the process, committee members may contact you with questions about your plays, schedule, or other issues. But they may not, so it is in your best interest to make sure you fill out the forms as completely as possible. This is your chance to sell your show...and yourself, as the director.

### **Choosing a Script - Consider our Audiences**

ACT attracts a diverse audience. While our "core" patrons -- those who consistently buy season tickets and attend most plays -- is made up of seniors, we have begun to draw a younger, more diverse group that, depending on the play, might include families with younger children, well-off professionals looking for the kind of quality entertainment they might find in Portland and "niche" audiences who may not attend our theater regularly but will turn out for a specific play that appeals to their own interests.

An important question to keep in mind is, “Who will want to come and see this?” Submit that quirky play that you love, but consider submitting plays with a broad appeal as well. We may do one or two offbeat shows a year but remember...ACT survives on its box office. We must craft a season that draws enough people to pay the bills.

### **Consider our Talent Pool**

Actors come in all kinds of shapes, sizes, genders, ages, and hair color. The Play Reading Committee tries hard to select a slate of plays, which have plenty of roles for all genders, young and old, veteran and novice. Strive for balance of roles. Think of the talent in the community and ask yourself, “Do we have the folks to do this?” Sometimes the right play will draw people in. Again, the key is to offer the Play Reading Committee as many options as you can.

### **Submit Plays You Love**

Sometimes, to submit “more choices” for the play reading committee, directors will submit one play they love and then throw in two they’re not crazy about just to fill out the “three-play” guideline. What is true for auditioning for plays is doubly true for submitting to direct them...you wouldn’t put down that you were willing to take any role if it wasn’t true...don’t commit yourself to directing a play that doesn’t turn you on. If you are in the position of being “in love” with only one play, then be true to your vision and submit that one play. But remember, the play reading committee may not love it the way you do, or it may not be a “fit” for the season. Giving them options of different plays that you would love to direct increases the likelihood that you will be directing next season.

### **Consider the Charge to the Play Reading Committee**

The Charge to the Play Reading Committee is the document that will guide the PRC to craft a season proposal that is consistent with the wishes of the membership. Do not submit plays that are clearly unacceptable in the Charge. Please try to submit diverse plays that meet different portions of the charge to give the PRC more ability to make a balanced season proposal.

### **Consider Diversity Initiatives**

Beginning in 2022 Albany Civic Theater made a concerted effort to be more inclusive in the productions we include in our season. Please consider our diverse populations including people of color, people from the LGBTQIA+ community and people with disabilities when you are choosing plays to submit. Albany Civic Theater has Diversity and Belonging managers. If you have questions about appropriate productions to submit or productions that may meet this criteria, feel free to contact Sam Sappington or Jillian Alden at [diversityandbelonging@albanycivic.org](mailto:diversityandbelonging@albanycivic.org)



## Albany Civic Theater Play Submittal Form

Revised 11/2019

This is a two-page form. ***Please submit a separate copy for EACH PLAY you submit.*** Please fill out this form as completely as possible. You may attach additional sheets if you wish. You must also submit a complete (*preferably photocopied*) script of each play you submit. Scripts may be available in the ACT library, or you may order them from publishing houses. (*You must pay for these yourself.*)

**Your Name:**

**Play Title:**

**Author:**

**Play Service:** (*who holds the rights?*)

**Are Amateur rights available?** (*Please check with play service*) Yes \_\_\_ No \_\_\_

**Play Overview:**

*Please provide a brief description of the play. Tell us what it's about, whether it's a comedy, drama, musical, etc. This description will be used later for promotional purposes. (Use a separate page if needed.)*

**Number of Characters:**

Men \_\_\_ Women \_\_\_ Boys \_\_\_ Girls \_\_\_ Non-binary \_\_\_

General age range of characters: From \_\_\_ to \_\_\_

**General:**

**Why should this play be a part of our next season? What is special about it?**

*What will make our audiences want to see it? Why would it appeal to local actors? This is your chance to "sell" the play. (Use a separate page if needed.)*

**Play Content:**

Although ACT is willing to take risks, we like to know about them ahead of time. Does this play contain elements that might raise eyebrows? (Nudity, language, sexual content, smoking, violence, etc) How do you intend to handle those elements? (*Use a separate page if needed.*)

**Budgetary Issues:**

ACT operates on a tight budget. Certain types of shows – musicals, costume epics, shows with multiple settings – cost more to produce than others. We need to know in advance if a show is likely to be especially expensive. Does this script pose any budget challenges? If so, how do you plan to keep costs down? (*Use a separate page if needed.*)

**Production Challenges:** Please read the script carefully for any aspects – technical or otherwise – which might make our committee ask, “How do you plan to deal with that???” Tell us. *(Use a separate page if needed.)*

**Seasonal Tie-ins:** *Is this show suitable for Christmas, Halloween, St. Patrick’s Day, etc? If so, which?* \_\_\_\_\_

**For Musicals:**

**What size orchestra will you need?** \_\_\_\_\_

If full orchestra, have you contacted an experienced music director to find out whether orchestra members are likely to be available at the time(s) when you would like to direct it? Yes \_\_\_\_ No \_\_\_\_

**Who is your tentative Musical Director?** *(We recognize that some music directors cannot commit until the season is more defined)*

\_\_\_\_\_ **Have they agreed to be involved?** Yes \_\_\_\_ No \_\_\_\_

**First Time Directors:**

ACT requires first time directors to have experienced directors or ACT veterans as their Assistant Director and as their Stage Manager. If this (potentially) will be your first time as a director at ACT, please list these members of your production staff. *(If need assistance assembling these elements of your crew at this early stage, please contact a member of the board)*

**Assistant Director** \_\_\_\_\_ **Have they agreed to be involved?** Yes \_\_\_\_ No \_\_\_\_

**Assistant Director** \_\_\_\_\_ **Have they agreed to be involved?** Yes \_\_\_\_ No \_\_\_\_

**Stage Manager:** \_\_\_\_\_ **Have they agreed to be involved?** Yes \_\_\_\_ No \_\_\_\_

**Finally:**

**Why should you be the one to direct this play? What drew you to it?**

Do you bring special knowledge, skills, experience to this play or its subject?

*(Keep in mind that others may submit the same script. This is your chance to persuade us that you’re the right person for the job.)  
(Use a separate page if needed.)*