



JOB RESPONSIBILITIES

POSITION: **ASSISTANT DIRECTOR**

The Assistant Director aids the stage director in bringing together the many complex pieces of a production—the script, actors, set, costuming, lighting and sound, and music—into a unified whole.

Major Areas of Responsibility

- In conjunction with the director, determine the scheduling of all rehearsals and makes sure everyone involved is notified of rehearsal times, meetings, costume/wig fittings, and coaching sessions.
- Keep track of logistical and scheduling details and communicate what goes on in rehearsals to the rest of the team.
- Ensure rehearsal props and furnishings are available for the actors
- Record all blocking, plus light, sound, and set change cues, in a master copy of the script. •

Attends all rehearsals

- Stage Directors must comply with the following Cast Theatrical Company guidelines (which can be found in the Green Room):
 - Audition Guidelines
 - Production Guidelines
 - Housekeeping Guidelines