



JOB RESPONSIBILITIES

POSITION: **STAGE DIRECTOR**

The Stage Director sets the vision for the production for everyone involved. They bring 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

1. Perform a detailed study and analysis of the script to be produced.
2. Hold auditions for productions and cast actors.
3. Notify *CAST* secretary via e-mail at admin@casttheatrical.com with the names of all those who auditioned and the cast chosen as soon as casting is complete.
4. Return all audition forms to the box on the wall in the green room.
5. Select and onboard assistants and Stage Managers and advise *CAST* via email.
Note: Tech operator must be pre-approved by Board.
6. Manage time and organize people and space.
7. Attend production meetings with set designer, tech, costume, and props manager.
8. Organize rehearsals.
9. Communicate and liaise with all parties involved, including actors, the creative team, the production team, and the Board of Directors.
10. Before opening night, transfer the stage door key to the stage manager.

Stage Directors must comply with the following Cast Theatrical Company procedures:

- Audition Guidelines
- Production Guidelines
- Set Guidelines
- Housekeeping Guidelines