



Glenbrook Players Inc. Standard Operating Procedure

Director

Rationale

That the duties, responsibilities, and authority of the Director of each production be clearly stated and should be understood by those taking on such a role.

Outline

The Director is responsible for the artistic unity of the production, based on their overall concept or vision, and to lead others toward its realisation on stage, reporting regularly to the Committee on progress.

Description

The Director has final responsibility for every aspect of the show, including, but not limited to, the overall look, the specific characterizations and staging, the music, dance, set, props, costumes, lighting, and sound. All design plans are created under their supervision, and all actors are under their direction.

The director's work includes:

- Holding auditions and casting the show,
- Coordinating and supervising the work of the designers and performers,
- Planning the rehearsal schedule, with the help of the stage manager,
- Approving the sets, lighting, sound, costumes, props, make-up, and hair styles,
- Rehearsing the performers, creating the physical staging of the play, and working with the actors on their characterizations.

The Director may select a play and direct it with the approval of the Committee or alternatively may be given, by the Committee, a play to direct. The Director ensures that the right to perform the play is available before selecting the play.

If the Director is new to the group and/or it is his/her first time directing, then a mentor will support the director. (Refer SOP #006 Mentorship)

After consultation, the Committee and Director should agree on the general concept and artistic direction of the production. The Committee, as the producer, reserves the right to veto the use of coarse language and visual presentations that could be considered unsuitable for our target audience.

The Director will be responsible for ensuring the rehearsal rooms and theatre remain a safe space for the cast and crew and will ensure all members involved in the production are aware of the Glenbrook Players' Code of Conduct and actively work

to resolve any conflict that might develop between members of the cast and crew as defined in the Code of Conduct.

The Director's duties include.

- Researching and analyzing the play
- Conducting an information night for all prospective cast members at least three days prior to the Auditions, which will outline the play, give an overview of the characters and conduct a reading of selected portions of the play if the director so wishes.
- Conducting auditions and notifying all potential cast members of their obligations if selected for a part. (Refer SOP #007 Cast)
The Director in accordance with Constitution 13(e) has the right to cast the play as they see fit. However, if two people are perceived as being equal in a part and one is a member and the other is a non-member, then the member will have the advantage.
- Conducting rehearsals in accordance with the schedule produced by the committee and, if necessary, conducting additional rehearsals to ensure the success of the play, which includes rehearsing the performers, creating the physical staging of the play, and developing characterizations with the actors.
- Producing a call sheet for issue to cast members, which will detail proposed rehearsals to be conducted on the scheduled nights.
- Meeting with the Committee prior to information night to establish a producer/director working relationship.
- In conjunction with the committee, nominating persons to be in charge of:
 - Sound
 - Lighting
 - Set design
 - Stage managing
 - Set construction
 - Costume
 - Props
 - Projection (if used)
 - Other activities as required
- Reporting to the Committee on a regular basis on the progress of the play and being available to meet with the committee if required.
- Organizing, as required, technical meetings necessary for the successful conduct of the production and having final approval of set design, sound, lighting, wardrobe and props.
- Appointing either an assistant Director or using the stage manager as an assistant Director as appropriate (at the Director's choice) for activities such as notation of blocking, liaising with technical crew etc.
- Producing a cast and crew list, along with contact details, within one week of the play being fully cast.
- Producing a synopsis of the play, and cast profiles for advertising, programs, newsletter, and advertising, within one month of casting.

If the Director fails to fulfill these obligations, the Producer may, at any time during rehearsals for a production, overrule or replace the director, in accordance with the Constitution 13(g).

The Director's responsibility for the play will be handed over to the Stage Manager at the end of the Dress Rehearsal. Any directorial input after this will be managed through the Stage Manager, and as a generalization, the Director should not be in the dressing room/workshop prior to or during dress rehearsal or performances.

The Director will attend the opening night Meet the Cast supper.

The Director will attend the official cast after-show party.

Updated June 2024

Version/History

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