

## **Port City Playhouse Policies for Directors**

### **Remuneration:**

- Port City Playhouse is an all-volunteer organization. Directors are not compensated.

### **Membership Requirement:**

- If chosen to direct, Port City requires directors to become a member of the organization. There are two options: full membership at \$40 per season, or covered member at \$10.
- Full membership provides 1 ticket to each production during the production year, and voting privileges at the annual meeting if submitted in time for the annual meeting.
- Covered membership provides 1 ticket only for the production you are directing.

### **Director Responsibilities:**

#### **General:**

- Follow the concept that was provided to the Play Selection Committee when selected
- Provide a rehearsal schedule to the cast that includes which scenes will be rehearsed during each rehearsal.
- Be prepared for all rehearsals.
- Provide own transportation to rehearsals.
- Agree marketing the show is a Port City Playhouse responsibility.
- Maintain an open line of communication with the Producer(s) and Stage Manager(s)

#### **Auditions:**

- Typically, auditions take place on Monday and Tuesday with callbacks on Wednesday. Exceptions will require Board approval.
- The director is to cast the play with people best suited to the parts, taking into consideration rehearsal and performance schedule conflicts, as well as information supplied by VP of Production and the producer.
- The director should conduct auditions in an efficient and courteous manner.
- The director is responsible for conducting all auditions, selecting material to be performed, determining who and how many auditionees should read together.
- Pre-casting is highly discouraged.

### **Rehearsal Schedule:**

- The standard rehearsal schedule for Port City Playhouse productions is generally between Monday and Thursday from 7 p.m. to 10 p.m.
- Rehearsal space varies dependent upon availability.

- The VP of Production is responsible for scheduling the rehearsal space for each production, for Monday through Thursday.
- If the director desires additional weekend rehearsals, it will be the responsibility of the Producer and Director to find a venue for rehearsal space at no cost to Port City Playhouse. The VP of Production may assist the Produce in finding suitable rehearsal space.
- Any exceptions to these standards require Port City Playhouse Board approval prior to moving forward.

### **Tech General and Tech Week:**

- The director will make time to meet with each of the designers NLT 10 days after auditions (preferably at a production meeting prior to auditions) to discuss his/her overall technical concept of the play for each technical area:
  - Set
  - Lights
  - Special FX
  - Sound
  - Costumes
  - Props
  - Set Dressing
- Tech week rehearsals are for polishing both the actors and technicians performances; all blocking, characterization, acting choices should be completed prior to double tech rehearsals.
- Double tech is a “tech” rehearsal; the director should understand that tech is integral to the production and must be allowed to rehearse. Stop and starts should be used for Stage Managers to practice correct call placements and/or adjusting what can be corrected immediately by tech.
- Directors should refrain from constant stops and starts for direction as much as possible during tech week.
- The Stage Manager is responsible and in charge of tech rehearsals.

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### **Acknowledgement and Agreement**

*I understand the Port City Playhouse policies as described above and if chosen to direct for Port City Playhouse, I agree to follow these policies.*

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*Signature of Director Candidate*

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*Date*