

## **Evergreen Productions, Inc.**

### **Job Description for DIRECTOR**

**The agreement with Evergreen to direct one show includes the following:**

The Director is ultimately responsible for the artistic and creative decisions regarding the production and therefore has final say on all artistic questions. He/she may overrule the designers if an agreement or compromise cannot be reached. The Director must adhere to the budget set for his/her play by the Board of Directors of Evergreen Productions, Inc. The Board of Directors of Evergreen Productions may replace the director of a show if it deems necessary.

**Evergreen expects the Director to:**

- Read the script – if unfamiliar with the Webb – visit the space
- Study the script for the author’s intent and meaning
- Meet and work with design team for the play (set/lights/costumes/props) share Director’s vision and discuss their ability to implement said vision
- Identify plot, costume, set and/or any technical difficulties evident in this play
- Work with marketing committee for wording of audition cards, information sheets, and character descriptions
- Create a production calendar
- Attend all production meetings for the play
- Hold auditions and cast production with the best talent available
- Prepare for and attend all rehearsals, includes the read through, blocking , character development, tempo & polish, technical, dress and finally – performances
- Give notes during the rehearsal process and during the run – as needed
- Communicate any changes in production to designers throughout rehearsal period
- Keep list of any thank you’s and volunteers and provide to person doing the program by designated date set at pre-production meeting.
- At first Tech – the director should introduce everyone – to everyone: run crew, lights, sound, actors and a simple “thank you” for being here extended to all
- Call, attend and oversee brush up rehearsals as required
- Behave in a professional manner and represent Evergreen adhering to our mission and vision

**The Director can expect Evergreen to:**

- Provide a technical and design crew that includes a stage manager and production coordinator who will assist the Director
- Help the Director secure chairmen for set design, costume design, props, make-up and hair, as needed
- Help secure volunteers to run props, lights and sound, as needed
- Advertise information about the play through our web-site or postcard, press releases and other marketing avenues
- Manage ticket sales and front of house for run of the show
- Provide a photographer to supply pictures for the show
- If a Director would like an Assistant Director he is free to find his/her own, there are no monies set aside in the budget for assistant director

The Director’s primary job is the “picture” of the play. Copy write laws must be followed. He/she stages actors for viewing in the Webb or Walter space and provides the side coaching necessary to bring the actors to a correct interpretation of their characters. He/she has done his homework and should know more about the play than the actor. He/she guides and directs the creative and technical aspects through production. The buck stops here!

Below you will find our mission statement. In following the guidelines and principles set forth for the Board, it is our feeling that the Directors are a close extension and should also help promote our mission.

**Evergreen's Mission Statement:** Evergreen's mission is to entertain, enrich and educate the Green Bay community with quality productions and to offer a creative outlet for everyone who is passionate about live theatre.

The Directors chosen for a given season are encouraged to act as a support team for each other, including but not limited to a constructive post-play discussion about each play's strengths and weaknesses. The Directors should attend all slated auditions for a given season, not only the play in which they are personally involved. It is imperative for all Directors to see the talent available. Directors are encouraged to attend a performance of the other shows for that season, so that they may intelligently participate in the post play discussions as well as contributing to the success of the entire season.

**Attend Post-production meeting:**

- Provide observations of what worked and what could be improved.