

# director duties and responsibilities checklist



The **director** has artistic control of all aspects of the production. The “director” includes the drama director and the music director.

## CHECKLIST

1. Reviews and analyzes the script, looking for adult content, language and questionable themes. Advises Play Committee, Board and Producer if special advertising is needed, i.e; “not suitable for children.”
2. Contacts the Production Coordinator (PC) to order perusals, scripts, orchestration and royalties. Notifies the PC of any additional performances.
3. Selects a producer, music director and/or assistant or co-director.
4. Works with the producer to create a show budget, determine special requirement and communicate casting needs. The budget is to be submitted to the Board for approval.
5. Uses formatted audition notice (available for download on the GILT website) and schedules audition dates. Works with producer to determine additions and changes to the main GILT Volunteer Database (available from Executive Director) and sends out audition notices. The director shall schedule and oversee auditions—at least two different days/times to accommodate potential cast members. Sends announcement of audition dates and times to the list and to the local media at least 3 weeks prior to auditions.
6. The director may consult the Producer, Music Director, Assistant Director or anyone else of his/her choosing for casting suggestions. However; the Board and Show Staff recognize that the final casting decisions lie in the Director’s and/or Musical Director’s discretion.
7. At the conclusion of auditions and casting decisions, the Director will notify everyone who auditioned. This may be done by phone, letter, email, or in person. Everyone, cast or not, needs to be notified in a timely manner. They should be encouraged to audition again in the future or to participate in other areas of the show. After all auditioners have been contacted, the Director should post the cast list in a designated place for all to see, i.e; window of the theatre and the website. Directors should make it known and clear to potential cast members at auditions how and when they will be notified.
8. Work with producer to send casting list to newspaper, area high schools and other appropriate outlets along with a brief overview of the show including dates, ticket outlets, etc. within two weeks of casting the show.
9. Director will provide the cast and crew with a written rehearsal schedule and phone/address list for convenience. A copy of the cast & crew list and the rehearsal schedule should be given to the Executive Director. The list must include names, addresses, phone numbers and the birth year of cast members 18 and younger.
10. The director will pick up the keys to GILT and College Park from the Executive Director ( \$25.00 security

deposit is required) and will maintain responsibility of those keys throughout the duration of the show. More than one key is available if needed. Keys are to be returned to the Executive Director and Randy as soon as possible after strike.

11. The director is responsible for ensuring that lights are turned off, doors are locked, trash is picked up, the restrooms are cleaned, and props and costumes are returned to their place. If your cast has members under 16 years old, parents must pick them up before the Director can leave the premises.
12. Director will maintain communication with the Producer. This includes, but is not limited to: Show staff & crew, rehearsals, props, costumes, set construction, lights & sound, etc. Director's expectations of the Producer and show staff need to be shared in a staff/crew meeting as soon as possible at the onset of auditions.
13. The Director works with the Producer to set up and schedule: Dog & pony shows, interviews, raffles, show sponsors, PSA's, electronic signage and any other free advertising.
14. Works with the Producer in preparing program content and bios. Program must include items on Playbill Content Checklist provided by GILT (download from GILT website). Program content and bios must be delivered to the printer in electronic format (email or Word document). Arrange with marketing committee to take cast photos. Marketing committee will provide proof of flyer/poster for Director to proof before printing.
15. Director and Producer will meet with the Marketing Committee at least 8 weeks prior to the show's opening. Marketing Committee will determine advertising and marketing for the show.
16. The director will recruit and work with: costume designer, set design & construction, props master, light and sound techies, etc.
17. Director must be present at all shows during the run (or assign a designated representative).
18. A housekeeping announcement will be made by a GILT representative (Exec Director or Board Member) prior to the curtain's rise of each performance.
19. At the conclusion of the run, the Director will supervise the strike and return of theatre and personal items with the help of the cast and crew.

**To be read, signed and returned to the Executive Director**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Representative

\_\_\_\_\_  
Date