

Vince Carney Community Theatre

Director's Responsibilities

1. Chooses producer (may require board approval and must be chosen at least one month prior to auditions).
2. Selects assistant director.
3. Maintains overall budget for the show (requires board approval and must be presented at the board meeting at least one month prior to auditions). See Attachment #2. Once approved, any major changes to the budget must be approved by the board (i.e. light rental, sound equipment, or other major purchases not provided for in the original budget.)
4. Arranges audition times and locale with the assistance of the producer. See Attachment #3.
5. Casts show.
6. Establishes rehearsal schedule and, with the assistance of the producer, arranges for a rehearsal site.
7. Decides upon interpretation of the play.
8. Works with set designers and technicians in planning the production.
9. Coordinates all the elements into a high-quality, finished stage performance.
10. Coordinates proper use of Independence Hall or other stage venue. This includes meeting with the manager of Independence Hall (health club manager) at least one month prior to the performance. The director is responsible for making sure cast and crew follow the guidelines for proper use of the hall. See Attachment #1.
11. Coordinates set strike following final performance.
12. Maintains responsibility for proper storage of VCCT equipment and set materials.

Attachment #1

Proper Use of Independence Hall or Other Stage Venue

1. The director (and producer, if available) must meet with the health club manager at least one month prior to the performances.
2. No one is allowed to change the thermostat except the director. The director will be instructed by the health club manager as to the proper settings.
3. VCCT should provide their own paper towels and paper cups in the dressing area. The health club does not provide these items.
4. Child care area should be cleaned thoroughly after each use. This includes vacuuming the carpet and wiping off counters and sinks.
5. The health club will provide chairs, tables, platforms, and one set of stage stairs. VCCT is responsible for setting up the room.
6. VCCT may have access to their shop-vac and regular vacuum but they must be used appropriately. The shop-vac should be used for construction debris. The regular vacuum should be used for ordinary cleaning purposes.
7. Painting and construction should be kept to a minimum in Independence Hall and all painting must be done on VCCT's wooden platforms. It is recommended that major painting occur in another location. For instance, background flats should be painted in another location such as a garage or workshop.
8. If you borrow something, return it immediately! VCCT should provide it's own supplies, i.e. tape, scissors, paper towels, cups.
9. After strike, the rooms should be vacuumed and cleaned thoroughly (see #6). The garbage can in the childcare area should be emptied. Chairs and tables should be stacked along a wall and platforms should be returned to their rack. Stage skirting should be folded and placed with the chairs.
10. Directors who do not comply with this list of rules may not be asked to direct again.

**Attachment #2
Budget Worksheet**

The following is a budget worksheet that must be presented to the VCCT Board at the board meeting prior to show auditions.

Play Title _____

Director _____ Producer _____

Audition Dates _____ Performance Dates _____

Audition Location _____ Performance Location _____

Budget

Item	Description of needs:
Royalties _____	
Scripts _____	
Publicity (posters) _____	_____
Advertising _____	_____
Programs _____	
Set Construction _____	_____
Set Decoration _____	_____
Props _____	_____
Costumes _____	_____
Make-Up/Wigs _____	_____
Lighting _____	_____
Sound _____	_____
Room Rental _____	_____
Miscellaneous _____	_____
Total Budget _____	Approved _____ Denied _____

Audition Form

Play Title _____ Director _____

Name _____ Age _____ Phone Number _____

Address (street, city, zip code) _____

Parent Name (if under 18) _____

Character for which you are auditioning _____

Prior acting experience:

If you are not chosen for an acting part, are you interested in working on any of the following crews?

Set Construction

Costumes

Publicity

Usher

Lights/Sound

Tickets/House

Make-Up/Hair

Program

Do you have any conflicts with the rehearsal schedule or performance dates? If so, please indicate.

People who are cast in this production will be notified by phone within 7-10 days of the auditions. Those not cast will not be contacted.

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Producer's Responsibilities

1. Works with director to find an audition space.
2. Prepares and mails audition postcards.
3. Arranges for audition publicity.
4. Works with director to establish production crew chairpersons.
5. Assists production crew chairpersons with finding crew members.
6. Holds a production meeting at least five weeks prior to the performance. At this meeting, crew chairpersons receive budget guidelines, duties, and deadlines.
7. Assists the director by making phone calls and enlisting assistance for particular projects as needed.
8. Meets with the director on a regular basis throughout the course of the production.