



JOB: Director	PRIOR ISSUE: 06/03/19	REV: 11/29/21
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DIRECTOR

A member of Grosse Pointe Theatre who is appointed by the Board of Directors to cast, direct and be responsible for the artistic interpretation and effective presentation of an individual production within the applicable licensing restrictions.

QUALIFICATIONS

1. Theatre leadership experience must include at least one of the following:
 - a. Directed a Purdon Studio Theatre production.
 - b. Apprentice Directed a GPT mainstage production.
 - c. Stage Managed a GPT mainstage production.
 - d. Directed a mainstage production with another organization.
2. Diverse leadership experiences with Grosse Pointe Theatre, other theatre organizations, educator experience and / or professional career leadership.

RESPONSIBILITIES

1. Submit names of proposed Executive Production Staff (Producer, Stage Manager and Technical Director) to the Board of Directors for approval. In a musical production, Board approval is required for appointments of Choreographer, Musical Director and Vocal Director as well.
2. In consultation with the Producer and other Executive Production Staff, seek qualified GPT members to fill chair responsibilities and staff positions.
3. Appoint and mentor an Apprentice Director, providing meaningful learning opportunities.
4. In the absence of an Artistic Director, consult and collaborate with and seek feedback from GPT's Production Advisor
5. Meet with Producer, Executive Director and Financial Manager prior to auditions regarding administrative financial policies and marketing for the show.

6. Collaborate with the Executive Production Staff, the Executive Director, and BOD to identify and execute strategies that promote the show in the areas of marketing and publicity, ticket sales, social media presence, and cast engagement.
7. Read the script thoroughly and repeatedly so you are prepared to discuss with your staff your overall view of the show both artistically and technically, what effect(s) you wish to achieve, and the scenes that may prove to be problematic. i.e., a fast scene or costume change, an explosion, an unusual sound or prop, etc.
8. Share with your staff the budget constraints as determined by the Board and ask your crew chiefs to submit the amount they deem necessary to fulfill the script requirements in their area. Submit the budget containing the amount each chief has requested to the B.O.D. If, at any time, it appears that costs may exceed the sum allotted by the Board then you or your Producer must come before the B.O.D. to request additional funds before that expense is incurred.
9. Construct an Audition Notice with a brief synopsis of your show, the dates and location of performance and a list of characters with their descriptions, age range, and award category. Using the guide supplied by the Board determine the awards categories. These categories must be listed on the Audition Notice and are considered to be the final categorization. You or your producer must supply all audition info to the Web Site Coordinator. A request by the Director's to amend the categories and supporting information for such a change must be submitted to the Board for approval before performances begin.
10. Schedule at least two casting sessions open to both members and the general public. You or your producer must supply all final casting information to the Web Site Coordinator in a timely manner. A list of cast eligible for annual awards must be submitted to the B.O.D. Secretary.
11. Work with the Producer, Stage Manager and Executive Director to establish a rehearsal schedule at 315 Fisher Road.
12. Work with Producer and Stage Manager to provide complete cast and crew lists to Membership Chair.
13. Assist in determining program acknowledgements and thank you notes as well as Director's letter, if desired.