



## **JOB DESCRIPTION ASSISTANT DIRECTOR**

The Assistant Director will possess the ability to keep the production running smoothly, while helping to instill in the children a love of theatre, an excitement for performance, and a willingness to collaborate. He/she must possess excellent communication and organizational skills, must be self-motivated, efficient, and creative. Experience working with children is especially important.

The following are the duties and responsibilities of the Assistant Director:

- The Assistant Director will participate in a production meeting prior to auditions. The production meeting will be attended by the Director, Assistant Director, Musical Director (for all musical shows), Set Technician, Costume Designer, Prop Master, CTOC's Administrator and the 1<sup>st</sup> Vice President of CTOC's Board of Directors (or the 1<sup>st</sup> Vice President's Designee).
- The Assistant Director will meet with the Director prior to auditions to discuss the Assistant Director's responsibilities and duties for the show.
- The Assistant Director will attend all auditions. Cast selection decisions will be by the Director.
- The Assistant Director will attend callbacks, if deemed necessary.
- The Assistant Director must check CTOC's voicemail prior to all rehearsals and performances for any messages regarding cast member absences.
- The Assistant Director is the point person for any cast member to inform CTOC of any absences.
- The Assistant Director will be responsible for communicating with the cast, as needed, regarding changes or additions to the rehearsal schedule and other items.
- The Assistant Director must take attendance for cast members at each rehearsal and performance.
- The Assistant Director is required to attend all rehearsals and performances.
- The Assistant Director will act as the Stage Manager for all performances. The Assistant Director is responsible for selecting, coordinating and directing the stage crew.

During the production, the Director's contact for all issues related to the production is CTOC's 1st Vice President (or their Designee). The Assistant Director will be compensated in the amount of \$750.00 to be paid in three equal installments

### **EQUAL OPPORTUNITY EMPLOYER**

CTOC is an equal opportunity employer. CTOC's policy is to afford equal employment opportunities to qualified individuals without regard to race, color, religion, national origin, ancestry, citizenship, marital status, veteran status, physical or mental disability, sex, sexual orientation or age and to comply with applicable laws and regulations. All employment decisions will be consistent with the principle of equal employment opportunity.