



JOB DESCRIPTION DIRECTOR

The Director will possess the ability to mount a children's theatre production while instilling in the children a love of theatre, an excitement for performance, and a willingness to collaborate. The primary responsibility of the Director is to create a children's theatre production by interpreting the script, choosing a cast, conducting rehearsals and guide the performance of the cast. He/she must possess excellent communication and organizational skills, must be self-motivated, efficient, and creative, and must be able to delegate tasks and oversee their completion. Experience working with children is especially important.

The following are the duties and responsibilities of the Director:

- * Within 30 days of receipt of the Script, the Director shall notify CTOC of any additional needs they feel are required for the production, such as staffing (makeup artist, etc.), set pieces, equipment, etc.
- * The 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 General Manager.
- * The Director must meet with the Assistant Director prior to auditions to discuss the Assistant Director's responsibilities and duties for the show.
- * The Director must meet with the Musical Director (for all musical shows) prior to auditions to discuss the Musical Director's responsibilities and duties for the show.
- * The Director, Assistant Director, Musical Director (for all musical shows) and one member of CTOC's Board of Directors will attend auditions. Cast selection decisions will be by the Director.
- * The Director must conduct open auditions on two dates to be selected between CTOC and the Director.
- * The Director will not schedule any individual auditions or auditions on dates other than the dates set by CTOC and the Director.

- * The Director will schedule and conduct selected callbacks, if deemed necessary.
- * The Director will notify the CTOC General Manager with final cast list 5 days after open auditions have closed. The Director has final decision for cast list.
- * The Director will coordinate and meet with the Set Technician, Costume Master, and Prop Master to discuss the stage, costume, props and other related items as the rehearsal and production progresses.
- * The Director will coordinate and meet with the sound and lighting technicians.
- * The Director is required to attend all rehearsals, if there are any conflicts, arrangements need to be made with the General Manager for coverage.
- * The Director will periodically inspect the set being constructed to ensure compliance with set design and safety aspects.

*If a Teen Apprentice Director is identified, the Director will work with the Beyond the Stage apprentice. The BTS Advisor will help to create tentative schedule & expectations for teen apprentice.

During the production, the Director's contact for all issues related to the production is CTOC's General Manager and/or 1st Vice President (or their Designee). The Director will be compensated in the amount of \$1500.00 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.

