The Director will possess the ability to mount a children’s theatre production while instilling in the actors/actresses 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 students is especially important.

**DIRECTOR’S RESPONSIBILITIES:** The Director shall be responsible for directing and overseeing the production. Such responsibilities shall include, but not be limited to, the following activities:

* Within thirty (30) days of receipt of the Script, notify CTOC of any additional needs they feel are required for the production, such as staffing (makeup artist, etc.), set pieces, equipment, etc.
* Participate in a production meeting prior to auditions. The production meeting will be attended by the Director, Assistant Director, Musical Director, Choreographer, Set Technician, Costume Designer, Prop Master, CTOC’s Board Officers, Company Administrator.
* Conduct open auditions on a Saturday, from 1:00 to 4:00 and Sunday, from 1:00 p.m. to 4:00 p.m. to be determined.
* Schedule and conduct selected callbacks, if deemed necessary, within three (3) days of the close of open auditions.
* Notify CTOC’s administrator with a complete cast list no later than 5 days after the close of open auditions.
* Develop a rehearsal schedule.
* Coordinate and meet with the Assistant Director prior to auditions to discuss their Assistant Director’s responsibilities and duties.
* Coordinate and meet with the set designer, costume designer, prop master to discuss the stage, costume, props and other related items.
* Coordinate and meet with the sound and lighting technicians.
* Director is required to attend *all rehearsals and performances* of the productionunless two weeks prior notice is given to the Board and cast.
* Director will periodically inspect the set being constructed to ensure compliance with set design and safety aspects. The Director will discuss any concerns the Director may have in regard to the set with the Set Technician and suggest appropriate changes that may be needed. If there are issues between the Director and Set Technician regarding the set design, set plan, set construction, safety, etc., the Director and Set Technician will immediately contact the CTOC’s Vice President or their designee to discuss the issues.
* The Director will be compensated in the amount of $1500.00 to be paid in three equal installments.