

Artistic Director/ Job Duties

The Artistic Director is responsible for the artistic vision of the production, overseeing the entire concept of the show from auditions/casting to the final production on opening night. As a community theater, we strive to utilize the talents of the local community for our casts and crew to promote and build our audiences. The Director has responsibility for managing any issues with the cast or crew that arise during the show; reporting to the Producer and the Board on the progress.

Duties include, but not limited to:

1. If contracted early enough in the process, participate in the interview and selection process of the artistic staff, including musical director, choreographer, stage manager and costumer and set and lighting designer. The director does not have the authority to replace any member of the artistic staff without Board approval.
2. Define the audition dates and process; work with the audition committee to ensure the auditions are run smoothly and in a professional manner.
3. Attend all productions meetings as scheduled by the producer. Make sure to be available both at rehearsals and outside as needed for clear exchange of ideas and problem solving with the production team.
4. Conduct open auditions without pre-casting from the community at large, looking for the best candidates for the roles. Collaborate with other artistic staff members in making casting decisions.
5. Establish a rehearsal schedule and communicate to the cast/crew in the most effective manner. Keep the cast/crew informed of any changes in scheduling as they arise. Work with the musical director and choreographer and ensure they have additional time for extra rehearsals as needed.
6. During the rehearsal process, the director is responsible for the discipline, morale and spirit of goodwill within the cast and crew. They are expected to be on-time, prepared for each rehearsal and utilize the time of the cast effectively. Any conflicts should be communicated at once to the Producer and other staff as appropriate.
7. At all times treat each company member in a professional and respectful manner. Displays of temper, including shouting, verbal/physical abuse or degrading comments to or about cast or crew will not be tolerated by any member of the staff.
8. Work with the production team to ensure the overall vision as defined by the Artistic director is being carried out.
9. Be at all or most rehearsals, including all tech rehearsals including Opening.

10. Assist with strike following the closing performance.