

Assistant Director Duties and Responsibilities

Listed below are the duties and responsibilities of an Assistant Director (AD). For further clarification, see the Artistic Director of the University Theatre or individual faculty directors. Remember that other areas of responsibility may arise depending upon the specific needs of each production and the individual director's personal style and approach to directing. Note: If there is no Assistant Director assigned to a production, these tasks are the responsibility of the Stage Manager.

Specific Tasks to Complete (write date of completion in the space in front of each task)

- _____ 1. **Meet with the director**, early on, to discuss: (a) The University Theatre's Production Guidelines; (b) goals and approaches to the production; (c) the director's views of AD responsibilities; and (d) the AD and Stage Manager (SM) relationship and responsibilities. Attend pre-production planning meetings and Production Conferences if invited to do so by the director.
- _____ 2. **Assist the director at auditions** by taking notes, keeping track of audition cards, etc. Arrive early to set up the room assigned for callbacks and again assist the director in the above activities.
- _____ 3. If the production does not yet have a Stage Manager, the Assistant Director should **prepare a contact list** of the names, addresses, and phone numbers of all cast, crew, faculty, and staff associated with the production. Distribute to each person on the list, as well as to each University Theatre staff member, including the Secretary in 317 Murphy Hall.
- _____ 4. Confer with the director following the casting session to **establish the rehearsal schedule**. Post weekly and daily updates to the schedule on the CALLBOARD.
- _____ 5. **Prepare the production/rehearsal book with the director**. The format of the book will be at the discretion of the director, but should include production notes, and script changes. The Stage Manager is normally responsible for keeping a detailed record of blocking and staging during rehearsal, but the AD may be asked by the director to keep his or her own record of staging as a backup.
- _____ 6. Pick up copies of the **Injury Insurance Information** form from the Secretary in 317 Murphy Hall. Distribute to all cast members at the first rehearsal for their perusal and signature. Collect the forms and return them to the Secretary no later than the day after the second rehearsal. It is **CRITICAL** that all members are aware of this information.
- _____ 7. In conference with the director, **create a prop list** for the production and give the list to the scenic designer and technical director. The director may assign the Assistant Director to work with the scenic designer and props personnel to see that the props created or found are correct for the show.

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- _____ 8. Along with the SM, **tape the rehearsal space floor** as soon as it is available. DO NOT USE MASKING TAPE. Use spike tape.
- _____ 9. **Remove tape** when the rehearsal room is no longer in use.
- _____ 10. **Prepare the program copy** in consultation with the director and the Public Relations Director. The schedule for preparation must be strictly adhered to. The Public Relations Director will provide a deadline schedule to assist in meeting these important deadlines. Turn in the completed and signed **Cast Information Forms** with the program copy.
- _____ 11. If the cast and crew members would like **production T-shirts**, please see the attached information regarding this topic.
- _____ 12. Before tech week, check with the Director of Public Relations for information about **videotaping of the production**. If the show will be recorded, coordinate with the videographer to attend one run-through before taping.
- _____ 13. Complete the **Curtain Speech** form with the name of the person doing a curtain speech for each performance (usually the Director). Submit to Director of Audience Services in 317 Murphy
- _____ 14. During rehearsal, **review cast/crew comp policies** with cast and crew members. Cast and crew complimentary ticket order forms are located in the University Theatre Office in 317 Murphy Hall. Order forms must be presented to the Box Office for processing during scheduled daytime business hours, Monday through Friday, from 11:30 a.m. to 6:00 p.m., NOT in the evenings before performances! Provide the Box Office Assistant Manager with a complete and accurate list of cast/crew members, including addresses and phone numbers, as soon as possible, to avoid delays in processing. The Box Office must have this list of participants well in advance of the first performance to process cast/crew complimentary ticket orders.
- _____ 15. **Attend strike** and assist the SM and Technical Director in supervising the strike activity.

Assistant Director Duties and Responsibilities (continued)

Ongoing Duties

Note: Your production has a mailbox in 317 Murphy Hall. Vital production information will be distributed this way. Please check it daily.

- ▶ Attend all rehearsals. It is necessary to arrive early and prepare the space for rehearsal with the Stage Manager.

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- ▶ Attend all scheduled Production Conferences when possible. Attend Paper Tech.
- ▶ Make sure that all actors are in place and ready for entrances on cue. See that all actors are in the rehearsal area by the time specified. Facilitate the orderly progression of the rehearsal.
- ▶ Check the production bulletin board nightly before rehearsal to see if any actors are needed for costume fittings. If fittings are required, remove the fitting schedule, take it to the rehearsal, and have the needed actors sign up for a fitting appointment. Then return the schedule to the board.
- ▶ Rehearsal costumes are available. Contact the Costume Shop regarding check-out and check-in procedures. All rehearsal costumes must be returned prior to first dress.
- ▶ Communicate changes and additions to scenic, properties, and costume lists. Forms are available through the Technical Director's office and must be used. Use these forms to both add items needed and delete items on the original prop list that are no longer necessary. All original prop lists, additions, changes, and deletions must be cleared through the scenic designer.
- ▶ During the technical rehearsal period and performances, assist the SM with the integration of all technical phases of the production and the running of the show. It is especially helpful if you work with the props crew at dry tech to lay out drop tables and pre-set props. Specific duties and responsibilities will be determined by the SM after consultation with the director.
- ▶ If it is not necessary to assist the SM, remain with the director and take notes. If it is necessary to run separate rehearsals while technical work is being done on the stage, the director will assign responsibilities. If not involved with the running of the show, attend performances of the show as the director requires.
- ▶ When pick-up rehearsals are called, function as in the earlier period.