



ARTISTIC DIRECTOR'S JOB DESCRIPTION

OVERVIEW

The Artistic Director is an authority figure. The Artistic Director must ensure that discipline is maintained throughout the production and is responsible for the conduct of the cast during rehearsals. Tact, diplomacy and good judgment must be exercised throughout auditions, rehearsals and production.

Note: The Artistic Director **must** meet with the Board Chair and the Treasurer prior to auditions to sign a paid position Letter of Agreement form. Blank "Letter of Agreement" forms are to be found in the top drawer of the file cabinet in the office; a copy of this form shall also be retained with the Guidelines. Signed letters of agreement are to be filed in the file cabinet in the office.

1. The Artistic Director has the option of using either an:
 - a. **"Assistant Director"** who is a participant in the artistic creativity of the production, subordinate to the Director.
 - b. **"Assistant to the Director"** who is limited to clerical and management functions and may include acting as liaison between the Producer and the Director.

AUDITIONS

1. The Artistic Director should meet with the Producer to establish a suitable structure for auditions. If the production is a musical, the Music Director and Choreographer must be present at all auditions.
2. The Director may require that anyone auditioning for, or being considered for, a specific role, perform a portion of dialogue, song or dance required of that character. Callbacks will be scheduled as needed.
3. The Producer must approve of any extension of or addition of auditions.

CASTING

1. All casting will be done with the Director, Producer, (and if applicable) Music Director, Choreographer, and Assistant Director (if one has been designated).
2. If any show staff member has a relative auditioning, it is up to the Director to determine whether or not that staff member may attend casting while the auditioning relative is being considered.
3. Casting should be a joint decision and must be completed in private within 24 hours of the conclusion of auditions, whenever possible.
4. Final responsibility for casting decisions for any role lies with the Director.
5. Casting decisions are confidential. It is up to the Director to decide if any facts from casting are to be made public.

SCHEDULES

1. A tentative production schedule must be completed and reviewed with the person in charge of the facility calendar, approved, and distributed by the first rehearsal.

2. The finalized schedule must be distributed within the first week of rehearsals.
3. The schedule must be compiled by all Directors and approved by the Producer.
4. The schedule should include specific rehearsal assignments, dates, times, locations, and acts/scenes as well as cast needed for each rehearsal.
5. The Director must be flexible if the rehearsal schedule needs to be adjusted due to other commitments of the facility.

REHEARSALS

1. At their discretion, a Director may have closed rehearsals.
2. By the third week of rehearsals, the Director must meet with the Props. Chairman to determine what props will be needed and when they should be available for use.
3. If a Board Member is in the cast of a show, we ask that he/she be excused the first Monday of each month to attend the Board of Directors monthly meeting.

DISCIPLINE

1. The Director has ultimate artistic approval of all theatrical facets of the production.
2. The Director may remove/replace any cast member at any time if he/she fails to perform in accordance with policies of the FVP, (Art. VI, Sect. 7).
 - a. Reasonable reason for cast member ejection is:
 - i. Three unexcused absences from scheduled rehearsals.
 - ii. Under the influence of alcohol or drugs.

FACILITY

1. It is the Director's responsibility to ensure that the facility is clean before and after each rehearsal and to follow any other requirements needed to close and secure the facility for the night.
2. The Director may delegate any of these tasks which need to be completed.

PERFORMANCES

1. The Director is encouraged to be in attendance at every performance of the production.
2. As of the opening night of the production, the Stage Manager has the total and final responsibility for decisions regarding the running of the show.

TERMINATION

1. The Board of Directors reserves the right to terminate any verbal or written agreement with any Director prior to opening night based upon a willful disregard of any of the above-prescribed standards. Such decision is only effective upon a majority vote of the Board of Directors.

