

Assistant Director / Assistant to the Director

IT CANNOT BE STRESSED ENOUGH THAT ALL DIRECTORS USE THEIR ASSISTANTS DIFFERENTLY! SOME USE MULTIPLE ASSISTANTS AND SOME DO NOT EVEN USE ONE! USE THE FOLLOWING MATERIAL ONLY AS A GUIDE BEFORE YOUR FIRST MEETING WITH THE DIRECTOR TO LAYOUT YOUR DUTIES!!

PRE-PRODUCTION PERIOD

1. Read the play and become thoroughly familiar with it. A copy will be available from the director.
2. Read the other relevant sections of the production manual to determine and understand the adjacent and overlapping duties of your associates.
3. The responsibilities of the assistant's will vary according to the director and the production. It is your responsibility to initiate a meeting with the director immediately upon receiving this production assignment.
4. If a Stage Manager has not been assigned, carry out the duties of the Stage Manager during auditions and early rehearsal periods.
5. Make notes and fulfill other duties as required by the director.

REHEARSAL/PRODUCTION PERIOD

6. The production staff will attend the first rehearsal (usually a read through of the script) to present their research and designs and familiarize the cast with the director's interpretation.
7. Plan your work so that the actors can begin work promptly when they arrive at rehearsal sessions.
8. Attend all rehearsals and production meetings taking necessary notes, as required by the director.
9. Be prepared to conduct rehearsals if so instructed by director.
10. In the absence of the Stage Manager, post all calls for rehearsals and generally assist the director
11. Perform tasks as required by the director including but not limited to:
 - a. Possible understudy
 - b. Reading for absent actors
 - c. Company warm-ups
 - d. Run any production related errands as designated by the director.

TECHNICAL REHEARSALS AND PERFORMANCES

12. Attend technical, dress rehearsals and as many performances as may be required by the director. Take notes as required.

I, _____ have read the above job description for my duties as _____ for the production of _____. I realize that these duties may be adjusted for, but not limited to the following reasons, show complexity, cast/crew size, cast/crew experience, etc. I will carry out my duties to the best of my abilities and ask questions when I need help.

Signed & Dated,

Student Faculty