

Theatre Simpson Specific Area Leadership Expectations

ASSISTANT DIRECTOR

- Fulfill all requirements outlined in the document: Theatre Simpson General Production Leadership Expectations.
- Meet with the director and establish specific expectations for the production process.
- Set up weekly meetings with the director during the course of the process.
- **Auditions:** It is possible that the AD will observe the audition process. This will be at the discretion of the director. If the AD is present during the audition process or privy to any casting conversations it is imperative that the AD keeps all of this information in confidence. The AD will attend callbacks, if deemed necessary.
- Will attend production meetings.
- **Rehearsals:** During the rehearsal process, the AD will attend rehearsals and mindfully observe the director and the process of directing. Specific activities during the rehearsal are at the discretion of the director but may include the following:
 - Taking notes for the director during rehearsals
 - Running scenes with actors independently of the director
 - Leading warm-ups
 - Helping stage manager(s) with tracking of actors, props, etc.
 - Filling in for director during rehearsals at the director's request
- **Other possible assignments:**
 - Development of a draft of the rehearsal plan
 - Prepare character descriptions for auditions
 - Coordinating and assisting with the talkback(s)
 - Assisting with public relations and outreach initiatives
 - Processing text changes on a new work
- **Final assessment:** At the end of the process the AD will complete a self-assessment

ASSISTANT DIRECTOR DOCUMENTATION EXPECTATIONS

- The materials are generated at various stages in the process, and should have some representation on the company presentation, the production lobby display board, and the Undergraduate Research display. Many elements also needed for portfolio.

I. STATEMENT OF INTENT/AD RESPONSIBILITIES FOR THE PROJECT

II. PROCESS BOOK

This book will contain the material that is used in preparation for the project, notes taken during the project, and the final assessment document. The specific contents are based on the expectations and job description established at the beginning of the process. These may include the following:

- Statement of Intent
- Director's and Designer's initial conceptual statement(s)
- Scene Breakdowns
- Rehearsal plan (including drafts)
- Character descriptions for auditions
- Cast List
- Production Crew List
- Company Contact List
- Production Calendars
- Program Notes
- Final copy of program
- Final Assessment