

Theatre Simpson General Production Leadership Expectations

Students assigned to Production Leadership responsibilities will:

- Read the script:
 - First reading for comprehension and enjoyment immediately following receiving assignment.
 - Second reading for further familiarization before first design meetings.
 - Subsequent readings as necessary to discover information necessary to successfully complete the project.
- Read and understand the Directorial Design/Concept statement:
 - Read immediately after distribution.
 - Consider how directorial ideas can be incorporated into your developing ideas based upon initial reading(s).
 - Bring copy to initial design meeting(s).
- Schedule a preliminary meeting (30-45 minutes) with Practicum Faculty Mentor/Supervisor
 - Before the beginning of the process
 - Things to discuss include:
 - Review contract.
 - Review **Specific Area Production Leadership and Documentation Expectations** (see document for area).
 - Establish preliminary deadlines.
 - Identify budgets (if available).
 - Review purchasing policies and procedures.
- Meet with immediate Faculty Mentor/Supervisor on a weekly basis.
 - 15 -30 min in duration.
 - For the purpose of discussing:
 - overall progress.
 - Issues.
 - Deadlines.
- Collaborate productively with all members of the production team, taking inspiration and guidance from the director(s) and consulting with your Faculty Mentor/Supervisor.
- Attend and contribute to all design and production meetings.
 - Bring all expected and necessary materials to each meeting.
 - Listen attentively to all collaborators.
 - Contribute constructively as appropriate.
- Schedule and attend additional meetings with the director as needed.
- Read all Rehearsal Reports.
 - Respond immediately through email, phone or in person to all questions or with responses to requests.
- Meet all specified or agreed-upon deadlines and provide all required documentation in a timely fashion as detailed in the **Specific Area Production Leadership and Documentation Expectations**.
- Check in daily with Faculty or Student member most immediately responsible for the daily operation or prosecution of the area of design.
 - 5-30 min depending upon the complexity of the issues to be discussed
 - for the purpose of reviewing daily progress and:
 - double-checking that design intention are accurately reflected in work done
 - identifying items for immediate clarification (for upcoming session)
 - identifying items that need longer-range clarification (for sessions 2 or more days out)
- Maintain daily online log/journal
- Meet all other Company Obligations:
 - Give Presentation on work for the leadership area at the appointed Company Meeting.
 - Attend and be attentive during Company Run-Through.
 - Attend and actively contribute to all Work Calls.
 - Prepare Lobby Display Board, meeting size, content, and quality expectations
 - Attend and actively contribute to all Technical and Dress rehearsals.
 - Attend and actively contribute to Strike.
- Satisfactorily pursue the completion of the task from initial planning through to final realization.
- Participate in the Theatre Simpson Undergraduate Research Symposium screening:
 - Prepare and Present project display for the December Theatre Simpson URS screening event
 - If Passed, submit a proposal to include your project display in the April Simpson College Undergraduate Research Symposium.
 - If Accepted, prepare and present your project display at the April Simpson College Undergraduate Research Symposium.