

Theatre Midwest

Job Description, Duties

DIRECTOR - Fresh Produce Event

- Fulfill all requirements outlined in the document: General Expectations for Project Leadership.
- Collaborate with all members of the project's company, including actors, designers, technicians, managers, producers and other related areas.
- Develop and articulate a clear conceptual approach to the piece, including things like intentions, key ideas or metaphors, challenges, design requirements, style, priorities, casting issues, character analysis, other pertinent items of importance. For a full production, this should result in a written document made available to all parties involved as early as possible prior to the formal beginning of the design and/or rehearsal process.
- Participate in Auditions and Casting.
- Attend and participate in production, design, staff meetings related to the project.
- Remain involved in all pertinent activities up to and including opening performance, unless otherwise pre-arranged with producers.
- Create a rehearsal schedule plan for the entirety of the rehearsal period in consultation with stage management and producers, factoring in all known conflicts of actors and other participants as situations may dictate.
- Communicate with staff and producers about progress, concerns, questions, ideas in rehearsal and development process.
- Share in the need for flexibility, challenge-solving, and making adjustments as things develop.
- Arrange to be available for possible public relations and marketing activities such as interviews, photos, videos, post-performance Q and A, or similar with sufficient notice
- Manage rehearsals for time, efficiency, collaboration, and kindness, with special attention to TheatreMidwest's policies on harassment and concern resolution.
- Consult with producers and other pertinent collaborators before entering into unique or special circumstances such as (but not limited to) stage violence, intimacy and sexual content, special effects, environmental or interactive audience activities, etc.
- Provide input, if requested about production photo-call images and plans.
- Respond in timely fashion to requests for information including (but not limited to) house management, marketing/PR, playbill, dramaturgy and contextualizing-items for audience edification.
- Work toward success within budgetary and logistical frameworks established by the organization and producers.
- Be present and involved up to and including opening performance, unless otherwise pre-arranged with producers.
- Other duties as may be required by circumstances or requested by producers or organization.