

Theatre Midwest

General expectations for project leadership in design, technology, management areas.

The Big Objective: Satisfactorily pursue the completion of the task from initial planning through to final realization.

- Read the script and all pertinent supporting documents provided in-company such as directorial or other-area-leadership concept statements, dramaturgical information, etc.
- Read and understand all additional production leadership and documentation expectations for your specific area/s.
- Review or establish preliminary deadlines.
- Review or identify budgets.
- Review purchasing policies and procedures.
- Meet/communicate with supervisor/s early and often.
- Collaborate productively with all members of the production company.
- Attend and contribute constructively to all design, production, or related meetings.
- Read all Rehearsal Reports, and respond immediately through email/digital, 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.
- Check in daily with personnel responsible for the ongoing operation/prosecution of your area/s.
- Present completed or in-process work at appointed meeting/s.
- Attend all pertinent rehearsals and run-throughs.
- Attend and contribute to all work calls, load-in/s, technical and dress rehearsals, and strike/s.
- Meet all other company requests or obligations including, but not limited to, press/media or patron events, marketing and social media activity, and requested materials for same.