



Appendix 2: Directing for Bawds – Role Description

Role Summary:

The director is responsible for the creative interpretation and practical realisation of a dramatic script. They are involved in the whole process from the design and pre-production stages through to the final performance. The director works closely with the creative and production teams to create a performance which connects with the audience. S/he must be able to coordinate effectively across a range of disciplines and with artistic vision.

Principle Accountabilities:

Pre-production and general administration

1. Check the availability of play and arrange for the performing licences via the Treasurer.
2. Appoint an Assistant Director and/or a Production Secretary.
3. Recruit the production team, liaising with the Penguin Club and others as necessary and organise A4 scripts for members of the team.
4. Prepare the draft budget with the Assistant Director or Production Secretary and the Treasurer.
5. Manage the budget throughout the production (or delegate responsibility as appropriate) to ensure that it does not exceed the agreed allocation.
6. Confirm the audition and rehearsal schedule and liaise with the Treasurer to ensure the necessary room bookings.
7. Attend Committee meetings as required to report on progress.
8. Adapt the script to make sure the play maintains an even pace and engages a modern audience, subject to obtaining the appropriate permissions. This may also include working with the writer on script development.

Working with the production team

9. Work with the set designer, set builders, lighting designer, sound designer, costume designer, prop designers and others to develop and deliver the appropriate audio-visual impact of the production.
10. Arrange and chair production team meetings to ensure that the production is delivered on time and to best effect.
11. Monitor the progress of set, costume and prop design, offering support or guidance as necessary.
12. Liaise with the costume hire company and the hair and make-up team on the style of the production.
13. Attend some or all of the 'get in' to offer advice and support to the technical team.

Working with the cast

14. Arrange and hold auditions to cast the show with support from the Assistant Director or Production Secretary.
15. Ensure that the company contact list is circulated before the read through.
16. Lead the cast through the read through and rehearsal period, breaking down the script, analysing and exploring the content and conducting any relevant research.

17. Prepare detailed notes for the cast and creative and production teams.
18. Undertake the initial blocking by adapting the actor movements to workable floor plans on the set.
19. During rehearsals, collaborate with the actors and technical crew to make the blocking natural, changing it as necessary and encouraging creativity until the final version is settled.
20. Direct the actors, offering guidance on character interpretation and dictate the pace, flow and subtlety of their performance.

Publicity

21. Liaise with the Publicity Officer to develop and confirm the publicity strategy.
22. Agree and/or prepare the handbill/programme copy with the Publicity Officer and ensure that the handbills are circulated to publicise the production.
23. Organise the publicity brochure text with Publicity Officer.
24. Help to publicise the production by giving interviews and leading discussions.
25. Book the video evening if required, liaising with the film maker as necessary.

During and post-production

26. Attend as many of the performances as possible to support and encourage the cast and stage management team.
27. Liaise with the theatre management to ensure that the production runs smoothly.
28. Ensure that the cast and production team receive thanks for their efforts and decide on the recipient of the Company's special award for an actor (known as the Donderro Award).
29. Ensure that the production accounts are finalised and all expense claims are settled within two weeks of the final performance.

Please note that some of the above responsibilities may be delegated to the Assistant Director or the Production Secretary but the Director remains accountable for all aspects of the production.