

## **MONTFORD PARK PLAYERS**

### **DIRECTOR GUIDELINES, EXPECTATIONS AND JOB DESCRIPTION**

The Montford Park Players (MPP) intends that a director of any MPP production will have responsibility for the overall practical and creative interpretation of a script while assuming the responsibility for the budgetary and physical constraints of production. Specifically, MPP has the following expectations of all production Directors:

#### **1. Vision and Concept**

- a. While some specifics may change, it is expected that the Director's overall vision, as proposed in writing, will remain as stated. Any significant changes in script, cast size, or technical aspirations must be discussed with the Production Manager prior to implementation.
- b. An initial production meeting must be scheduled with the Production Manager and all production team members (i.e. set, costume, light, sound, choreographers) in order to discuss the overall vision for the production, operating within the budget, timelines and other expectations.
- c. While MPP supports traditional and non-traditional stagings, the staging and concept of any production should enhance the original text, not detract from it. We encourage a focus on an understanding of the language and the ability to communicate it to an audience.

#### **2. Casting and Auditions**

- a. Conduct auditions and cast production, with mandatory adherence to Company by-laws.  
Namely:  
"Auditions for all productions will be open. No pre-casting will be done. It is the policy of the Montford Park Players for production directors to cast purely on merit."  
In the circumstance that the Director must replace an actor, the replacement may be selected at the Director's discretion. If clarification is needed, please contact the Production Manager.
- b. If offered a role in multiple productions in a season, it shall be the choice of the actor which roles to accept. If a Director foresees a conflict with one of their actors being cast in another production, the Director may choose not to cast that actor or provide them with a choice over which role to accept. It is not the prerogative of a Director or Directors to make that decision for an actor.

### **3. Technical Staff**

- a. While MPP does have a small pool of technical personnel, Directors should understand that those individuals may not be available for a particular production, and as such, are encouraged to identify a Stage Manager, a Technical Director, and Designers for their production. Directors are encouraged to recruit new talent; however, should a Director need help filling a particular need, contact information of potential technical personnel can be obtained from the Production Manager.

### **4. Director's Role**

- a. The Director is responsible for adhering to and enforcing guidelines set forth in the membership handbook regarding code of conduct while on MPP premises (i.e., no drugs or alcohol to be consumed by minors at any time, or by anyone else during rehearsals or performances).
- b. The Director will lead the production company (Cast, Crew, Production Team) by demonstrating professionalism in all associations and interactions on the behalf of MPP and good time management and organizational skills.
- c. The director will conduct rehearsals and communicate with actors in such a way as to convey the overall vision for the production and to ensure that the production is on schedule with the projected timeline.
- d. The amount of the Director's stipend will be determined between the Director of the production and the Executive Director of MPP before pre-production begins, payable on opening night of the production.
- e. The director must schedule and facilitate weekly productions meetings with the production staff and the Production Manager beginning prior to and occurring throughout the rehearsal period in order to coordinate all production elements and review progress.
- f. The director must participate in an After Action Review of the production after closing. Other company and staff members may participate as determined by the Production Manager, per MPP's AAR Procedure.

## **5. Budget**

- a. The Budget for the production will be provided by the Production Manager during the pre-production process.
  - i. Any expenses that exceed the budget must be approved, in advance, by the Production Manager or the expense will not be reimbursed.
- b. Along with the director stipend, a stipend will be paid to the production team. These stipends will be paid by MPP and do not come out of performance budgets.
- c. We encourage directors to explore unique or zero-cost sources for set/costume/prop materials.

## **6. Rehearsals**

- a. MPP Master Rehearsal Calendar shall be set by the Managing Director with the Directors before rehearsals in the amphitheatre begin.
- b. The Director and Stage Manager will schedule all rehearsals with complete adherence to MPP Master Calendar as set forth by Managing Director or designee.
- c. When scheduling rehearsals, shows that open earlier in the season will have preference on stage rehearsal time until that show opens.
- d. Keep in mind that the actors are all volunteers. Your rehearsal length and frequency should reflect that.
- e. Items to cover during first meeting with cast and crew
  - i. Introductions
  - ii. Housekeeping Items from MPP Personnel
    - 1. Safety
    - 2. Review Harassment Policy
  - iii. Director's Vision
  - iv. Rehearsal Schedule
    - 1. Alternate Rehearsal Space(s) (if applicable)
  - v. Contact List
  - vi. Sign Volunteer Agreement
  - vii. Bios
  - viii. Headshots
  - ix. Marketing

## 7. Resources

- a. Set: We have a standard set that can be seen on our website or Facebook page. Directors are welcome to propose non-permanent changes and additions to the existing stage, as long as they fall within the budget. It is the responsibility of the Director to return the stage to its original configuration immediately following the closing of the show, including repainting to its default color; or to communicate with the next Director as to what should be taken down. Each director is responsible for the set up and strike of their own show, so as not to interfere with the next show.
- b. Costuming: MPP has a stock of period and non-period costumes that Directors may pull from. We also have a considerable amount of fabric and materials for a Costumer to use to add to or create costume pieces.
- c. Props: MPP has an assortment of props to pull from; requests are to be sent to the Properties Mistress. The Properties Mistress is only responsible for pulling props from stock, not purchasing new ones, unless otherwise agreed upon. Using the prop budget, Directors may also add to our inventory. Once the production is over, it is the responsibility of the Director and production technical staff to return the props to the Properties Mistress, who will return them to their proper place.
- d. Weapons: The armory and the stage combat weapons therein are available for use at the discretion of the MPP Weapons Mistress.
- e. Choreography: MPP has a resident fight choreographer and dance choreographer on staff, whose involvement may be requested by a Director for their production. If a Director wishes to use a different fight choreographer, the fight choreographer must be certified or MPP's fight choreographer must attend all fight choreography rehearsals in order to ensure proper fight safety is being observed.
- f. Staged intimacy coaching may be utilized by request of the Director or at the discretion of the Artistic Working Group.
- g. Lighting: MPP has lighting instruments, gels, and gobos that maybe be used for productions. Any additional items needed must be purchased from the production budget unless otherwise approved by the Production Manager and Executive Director.
- h. Sound: MPP has a sound system utilizing two speakers (one backstage left and one backstage right). There is an additional speaker that can be used as an onstage monitor if necessary. The sound is run through the board using the MPP sound computer. Any additional equipment may be borrowed, rented, or purchased using the production budget unless otherwise approved by the Production Manager and Executive Director.

- i. MPP has a Marketing Director and Directors are required to work with the Marketing Director in creating and maintaining an active marketing presence for their production.

## **8. Final Words**

- a. When in doubt, all Directors should keep the following in mind. MPP is a collection of volunteers. In most cases, our actors and staff have full time jobs and full time families. Our goal is to educate and entertain (ourselves and our audience) while using the words of the playwright as a vehicle to do so. We operate on a modest budget and abundant enthusiasm. The text, talent, and willpower are there. It is the job of the Directors and the Artistic Working Group to best utilize these resources and to make sure that all the other elements (sets, costumes, props, etc) work together to help make great theatre.