

## Director Proposal for Montford Park Players production of [Title]

Name \_\_\_\_\_ Date \_\_\_\_\_

Contact info: Email \_\_\_\_\_

Phone \_\_\_\_\_

*Please prepare a written proposal for the production of this show, making sure to answer each of the questions below. Please provide as much detail about your vision as you are prepared to at this time; you will be able to expand upon your answers here during the interview. Please note that Montford Park Players is seeking the most suitable candidate to direct this show to the standards that Montford has come to expect, NOT necessarily the most unique vision of the play.*

***\*Please attach your directing resume in addition to responding to these questions.***

1. What about this play fueled your desire to direct [title]? (Please be as specific to this play as possible and provide as much detail as you are prepared to at this time.)
2. What experience (personal or professional) makes you uniquely suited to direct this particular play?
3. Describe any previous experience with this play and try to outline your impressions of the version you read, saw and/or worked on.
4. Given the number of characters in this play, what is the minimum number of actors that can be cast while maintaining the integrity and message of the play? Where might you double or triple characters? Are there opportunities for gender/race neutral characterizations? What is the maximum number? What is your ideal cast size?
5. What is your design concept for this play? Do you envision a traditional production or a more modern adaptation? (*NOTE: For non-royalty/restricted rights shows only*)
6. How does your vision include utilizing the existing performance space?
7. What style of costumes do you envision for this production?
8. What role does lighting and sound design play in your concept? Do you see potential challenges presented by the space or equipment at MPP?
9. Please give an estimate of the ideal budget your vision would require AND examples of how you might overcome budgetary restrictions to complete this vision.
10. How much rehearsal time do you think you would need to rehearse this play?
11. If you have already identified a prospective production team, please list them and their roles. If not, MPP staff will assist you to find production team members.
12. Please describe your organizational and leadership skills along with any pertinent background information.
13. Please provide two references of people who have worked with you on past productions.

At the interview, you will be asked to “pitch” your vision and design concept for the show in detail, including any script cuts or alterations you plan. Assistance will be made available for cutting scripts, if needed. You do NOT need to rehash your written proposal, although you may be asked questions on it. You may then defend that vision to the members of the Programs Committee, elaborate where necessary, report any

new developments since writing your proposal, and ask us any questions you might have. You are also welcome at this time to bring in any supporting materials that you feel would enhance the Programs Committee's understanding of your vision. Thank you for your hard work and preparation and we look forward to seeing your proposal.

## **Expectations for Directors - Application, Hiring, Rehearsal Process**

### **Application**

- The director will submit a copy of a cut script for approval at the time of application.
- The director will submit a written proposal detailing their vision and concept for the show.
  - The proposal should include but is not limited to: cast size, show rating, production design, budget, etc.
- The director will provide, with their application, a copy of their directing resume, together with two references.

### **Auditions & Casting**

- The director will be expected to conduct auditions and cast the production in accordance with mandatory adherence to the MPP Bylaws: "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."
- The director is expected to work with the MPP Staff to schedule auditions based on their own availability.
- The director is responsible for generating sides for auditions and emailing them to the MPP staff to be printed the Sunday before auditions.
- If casting an actor who is in other MPP productions, the actor's rehearsal commitment will be to the show that opens first, and the director will need to respect this policy.

### **Technical Staff**

- The director is welcome to find their own production staff, but must inform the Production Manager and Executive Director of the positions being filled, including full contact information.
  - Production staff will be subject to orientation with the appropriate MPP staff member.
  - Production staff stipends are determined by the Executive Director and any deviations to the predetermined stipend must be reviewed and approved by the Executive Director.
- The director may reach out to the MPP staff to assist in finding production staff, as needed.
- MPP staff encourage having a stage manager in place by the time of auditions and can facilitate hiring one, if needed.

## **Pre-Production**

- The director will submit the working copy of the script (with page numbers) 2 weeks before the first read through to the MPP staff in order for the staff to print scripts.
- The director will indicate the preferred time in the script for intermission; however the final decision will be made by the Executive Director in collaboration with the director and Production Manager.
- An initial production meeting must be scheduled with the Production Manager, MPP staff members, and all production team members (i.e. set, costumes, lights, sound, choreography, etc) in order to discuss the overall vision for the production, setting guidelines for operating within the budget, meeting timelines, and establishing other expectations.
- The production budget will be provided to the director by the Production Manager and/or Executive Director by the first production meeting.
- Any expenses that exceed the budget must be approved, in advance, by the Production Manager and/or Executive Director, or the expense will not be reimbursed.
- The director and stage manager will develop a full, detailed rehearsal schedule before the start of rehearsals. If they cannot, the Production Manager will facilitate.
  - The 1st draft should be submitted after the director (and stage manager, if applicable) have been selected.
  - The 2nd draft should be submitted after the show has been cast and conflicts have been collected, to be finalized before the start of rehearsals.
  - When scheduling rehearsals, shows that open earlier in the season will have priority for onstage rehearsals until their show opens.
  - Keep in mind that all actors are volunteers and the length and frequency of rehearsals should take that into account.
  - Ideally, the schedule will be broken down by scenes, how long will be spent on each, who is called, etc (It is suggested to stagger call and release times, if possible)

## **Production Process**

- The director will be responsible for the artistic vision for the show as a whole.
- Any significant changes to the vision and concept of the show from what was set forth in the director's application must be discussed with and approved by the Production Manager prior to implementation.
- The director will conduct themselves in a respectful and professional manner during the entirety of the production process.
- The director, in conjunction with the stage manager, will schedule and hold weekly production meetings, to include the show production team members and relevant MPP staff members.

- The director will delegate at least one hour per week to focus on actor projection in rehearsal; this may occur during weekly production meetings. MPP will provide a vocal coach.
- The director and stage manager of the upcoming show will have a sit down conversation before strike of the current show with the current show's stage manager and the MPP Production Manager.
- The director will provide all required Playbill information by the deadline set by MPP staff.

### **Performances**

- Once the production is open, the director will not give notes or attempt to make changes to the show.
  - If there is a concern regarding the integrity of the production as it was established for opening, the director will contact the stage manager and/or the Production Manager to express those concerns.

### **Post Production**

- The director is expected to provide a written summary of their experience with MPP and participate in an in-person project retrospective with the MPP Production Manager after the show opens, or at an alternate time scheduled with the MPP Production Manager.

### **Payment**

- The amount of the director's stipend will be between \$500-\$1,000, based on experience, and will be determined between the director and the Executive Director at the time of hiring. The director's stipend will be payable on opening night of the production, with the return of MPP keys.