

Theatre guidance for Directors

Pre-production

Any person wishing to direct a production for the Theatre must submit the following to the Production Manager for consideration and ultimate approval by the Board:

- (a) The Director's first choice of play/musical providing title and author(s), an indication of whether rights for the Director's proposed time slot are available and from whom, provision of sufficient scripts/copies for reading by all Board members plus, if wished, details of the Director's second choice of play/musical;
- (b) A proposed financial budget including estimated or actual royalty costs, set design, costumes, props;
- (c) Details of proposed production team, if any, together with a proposed rehearsal schedule/dates for completion of set/props/costumes/lighting and sound;
- (d) Preferred dates of production including audition date(s);
- (e) For new Directors to RTC, details of previous experience of directing with another Theatre company together with any supporting documentation such as references/copies of production programmes etc. In any event, directors who have never previously directed for RTC will be required to act as an Assistant Director with one of RTC's existing directors before being considered for a solo directorship. For the first production of a new Director, a co-director will be appointed by the Board to work with the new director to provide support and ensure that the standards and expectations of RTC are being met;
- (f) Any specific requirements for the production such as catering/themed foyer/auditorium etc.

During Production

1. The Director shall conduct auditions in accordance with the Theatre's audition policy ensuring that at least one Board Member is present at auditions and is part of the selection panel and preferably that the Board member in question has some experience as a Director for RTC.
2. Following auditions, the Director shall notify the Production Manager in writing for onward transmission to the Board of the results of the audition(s) including the names/address/contact telephone numbers and email addresses for the successful auditionees and the parts awarded. The final decision of the cast lies with the Board particularly where the Director wishes to appoint a member of the crew to also take a part in a production;
3. The Director is responsible for the direction of the approved play/musical, conducting rehearsals in accordance with the rehearsal schedule approved by

the Board (e.g., two rehearsals per week as a minimum, plus a double Sunday rehearsal prior to the production - to which the Board members will be invited). The Director must ensure that the production (including the stage manager, back stage helpers, sound and lighting and set construction) is on schedule and, if not, bringing any delays or problems to the attention of the Production Manager. In addition, the Director should encourage cast and crew to post on social media about the production and/or provide posts to the Production Manager. The Production Manager has the final authority to ensure that the production aligns with the Board's expectations, including aspects such as set design and costumes, while still allowing the Director to maintain artistic and interpretive control.;

4. The Director shall also ensure the security of the Theatre including locking up the Theatre, ensuring that the alarm is activated and switching off the air-conditioning (if applicable) and that the Theatre is left in a tidy condition, or procuring same where the Director is, for some legitimate reason(s), unavailable to do so. A set of keys will be provided to the Director at the start of the rehearsals which keys must be handed back to RTC after the end of the production;
5. The Director is not responsible for front of house, bar or canteen or any other fund raising activities, nor ticket pricing - which remain the remit of the Board;
6. The Director shall ensure that all cast members become as a minimum show members of the Theatre at the earliest opportunity and must be so before the production commences its public performances. Any cast members refusing, or failing, to become members must be reported at the earliest opportunity to the Production Manager or a member of the Board;
7. Ideally the Director will be present at every performance and must ensure that cast members are aware of their obligations, e.g., arriving at the Theatre at least one hour prior to curtain up, not drinking alcohol prior to, or during, a performance, keeping their costumes cleaned and ironed, bringing their own makeup (unless specialist makeup is provided for the production) and tidying up the dressing room after each performance.
8. A Director may not give permission without the Board's prior approval (which may be refused in the Board's absolute discretion) to any substantial changes to the script, music (if any) used during the performances. The taking of photographs, or the recording, or live streaming, of any rehearsal or public performance must have Board approval and be permitted under the performing rights agreement for the relevant production.
9. Financial Responsibilities
 - (a) The Director must receipt and record in detail all purchases and hire arrangements for the Treasurer.
 - (b) Have any expenditure above the budgeted amount approved by the Board prior to purchase/payment.
 - (c) The Director may obtain money required in advance from the Treasurer

but must then present receipts in accordance with the Treasurer's requirements.

Post Production

1. The Director must liaise with the Production Manager regarding the cleaning of the theatre, return of hired/borrowed props, return/washing/dry cleaning of costumes by the cast, return of scripts to the hirer or into storage at the Theatre;
2. The Director is responsible for organising after show party, if any, to be held at the Theatre, cleaning up or arranging the cleaning up after same and securely locking up afterwards and handing over of keys (if applicable) to the Production Manager or the next Director.