

## DIRECTOR CONTRACT

I, \_\_\_\_\_, as a Student Director, in accordance with my arrangement with the Knox College Theatre Department, agree to the following:

1. I have been informed of the dates for Studio Load-in, Changeovers, and Strike. I will attend these events, aid in the preparation of the space to the best of my abilities, and ensure that my cast and production team are made aware of these dates and will personally see to their attendance.
2. –TECH SUPPORTED SHOWS ONLY- I will meet with my Stage Manager (SM) and Designers to arrange a formal production schedule, and I will ensure that my SM and my designers are made aware of drafting and/or rendering due dates. I will see that these things are submitted in a timely fashion to the TAB Technical Director.
3. I will keep open communication with TAB and other Directors about my needs and other aspects of my production that may affect other shows, including parameters concerning double casting.
4. I will inform actors at the time of auditions about the level of commitment required for each role, including line loads and stage time, expected amount of rehearsal time per week per character, and review with them policies concerning double-casting during the term.
5. I will not cast persons already within conflict parameters of other productions, especially back-to-back productions and Studio productions that perform on Main Stage tech weekends unless explicit permission from the other director(s) has been obtained by the auditionee and clearly communicated to me.
6. I have been informed of the use of rehearsal reports, and my SM or I will submit at least one per week to my TABuddy.
7. –TECH SUPPORTED SHOWS ONLY- I will hold weekly production meetings with my Designers and SM and will inform the TAB TD as to what occurred during each meeting.
8. I understand that I am responsible for leaving Studio Theatre and Lobby in an appropriate condition for the next rehearsal or show. This includes striking any rehearsal materials my production may be using (acting blocks, puzzle mats, etc.) and returning them to their homes.
9. I will invite a faculty member to observe one of my rehearsals.
10. I will attend and contribute to a Post Production Meeting when the show is over.
11. Any issues that arise within the production or with another show, if they cannot be solved internally, will be brought to the attention of TAB.
12. I have read the Studio Theatre Operational Procedure Document, and I understand and will abide by the information supplied within. I also understand that I am responsible for my cast and crew's adherence to the same information.

I have read and will follow these guidelines to the best of my abilities. If at any time I fail to uphold the above guidelines, I accept that the show may be subject to disciplinary action as seen fit by the department.

Signature \_\_\_\_\_ Date \_\_\_\_\_.

Show \_\_\_\_\_.