

POLICY NUMBER: 6.2.1	DATE ADOPTED: Historic
POLICY TYPE: Production Job Descriptions	DATE AMENDED:
POLICY TITLE: Assistant Director	

Assistant Director

The Assistant Director is responsible to the Director.

The Assistant is the Director's right hand and the main task is to assist in any way that is helpful. The need of this position is decided upon by the Director. If an assistant is not required, the following duties should be assumed by the Stage Manager. It should be noted that Assistant Director's duties may vary and will be determined by the Director.

Planning

1. Read the script thoroughly.
2. Prepare a prompt copy to record blocking.

Working

1. Assist in the making up of the rehearsal schedule.
2. Obtain written schedule of technical deadlines from S.M.
3. Attend all rehearsals (unless otherwise arranged with director).
4. Record blocking in prompt copy.
5. Always have a pad and pencil to take director's notes.
6. Inform S.M. and cast of any changes in the rehearsal schedule.
7. Be prepared to act as a sounding board for the director.
8. Read parts of missing actors, if necessary.
9. Call sound or lighting cues during rehearsal.
10. Attend production meetings on behalf of the director.
11. Be prepared to step in if and when the director is absent.
12. Be prepared to rehearse scenes at the request of the director.
13. If the director is delayed unexpectedly, start rehearsals on time.

Striking the Set

1. Your presence is not required in the striking of the set.
2. Turn in key.