

The Company

@ Old Town Theatre

Director's Responsibilities

Old Town Theatre will notify all directors of the status of their proposals for the coming season no later than the first Monday of April. Directors who are not immediately chosen may be asked to resubmit their proposals at a later date, or may be asked to resubmit their applications with amended budgets.

Amended budgets are due no later than the first Monday of May and MUST be submitted on the OTT Company Detailed Budget Form.

If you are notified of acceptance, you will need to follow the Guidelines for Production in order to receive your budget and your stipend.

Basic Responsibilities – Directors will be required to:

- Manage the budget and all purchases for the production;
- Schedule and conduct cast auditions and call-back;
- Secure and manage production staff and volunteers;
- Conduct cast, staff and volunteer orientation and distribute participant packets (forms available through the OTT Artistic Director);
- Help the Artistic Director organize and assign planning and production committees (forms available through the OTT Artistic Director);
- Gather background check forms and staff applications from ALL participants 18 or older, and submit to the OTT Artistic Director at least four weeks before first performance;
- Gather and submit to OTT Board all bios and headshots for cast and crew in a timely manner;
- Submit theatre needs list – GoBo, backdrop, lighting, sound, etc. to OTT Artistic Director at least six weeks prior to first performance;
- Approve all costuming and character props;
- Provide production updates and props and costuming lists to the OTT Artistic Director in a timely manner;
- Notify Board of Directors of ANY AND ALL problems with the production and/or the theatre space;
- Follow all Rules of the House and see to it that all participating cast and volunteers do the same;
- Assume responsibility for keys to the facility and all use of the theatre during designated hours;
- Leave the theatre as you found it (see Rehearsal and Strike Checklists); and
- Complete exit paperwork with OTT Board of Directors.

Budgets are issued as a cash bank. **You must save ALL receipts and log all expenses.** Discrepancies in the budget or the bank at the end of the run will be deducted from the director's stipend.

Director's stipend will be paid no later than three days after exit forms are submitted to OTT.