

**MONTFORD PARK PLAYERS**  
**DIRECTOR GUIDELINES, EXPECTATIONS AND JOB DESCRIPTION**

The Montford Park Players (MPP) intends that a director of any MPP production will have responsibility for the overall practical and creative interpretation of a script while assuming the responsibility for the budgetary and physical constraints of production. Specifically, MPP has the following expectations of all production Directors:

**1. Vision and Concept**

- a. While the Board of Directors understands that some specifics may change, it is expected that the Director's overall vision, as proposed in writing, will remain as stated. Any significant changes in cast size or technical aspirations must be discussed with the designated personnel prior to implementation.
- b. Along with Technical Director, meet with production designers (i.e. set, costume, light, sound, choreographers) in order to discuss the overall vision for the production, budgetary concerns, timelines and expectations.
- c. While MPP supports traditional and non-traditional stagings, the staging and concept of any production should enhance the original text, not detract from it. We encourage a focus on an understanding of the language and the ability to communicate it to an audience. Purely academic and experimental stagings are discouraged.

**2. Casting and Auditions**

- a. Conduct auditions and cast production, with mandatory adherence to Company by-laws. Namely:

“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.”

- b. If offered a role in multiple productions in a season, it shall be the choice of the actor which roles to accept. If a Director is not comfortable with one of their actors being cast in another production, the Director may choose not to cast that actor or provide them with a choice over which role to accept. It is not the prerogative of a Director or Directors to make that decision for an actor.

**3. Technical Staff**

- a. While MPP does have a small pool of technical personnel, Directors should understand that those individuals may not be available for a particular production, and as such, are encouraged to identify a Stage Manager, a Technical Director, and Designers for their production. Directors are encouraged to recruit new

talent; however, should a Director need help filling a particular need, contact information of potential technical personal can be obtained from the Managing Director.

#### **4. Director**

- a. Professionalism in all associations and interactions on the behalf of MPP
- b. Good time management and organizational skills
- c. Director will be paid a stipend in the amount of \$200 (two hundred dollars) on opening night of the production.
- d. Schedule and facilitate weekly productions meetings with the production staff beginning prior to rehearsal period in order to coordinate all production elements and review progress.

#### **5. Budget**

- a. The tentative Budget for each of the summer shows is as follows:
  - i. Set - \$100
  - ii. Costumes - \$100
  - iii. Props - \$50
  - iv. Lighting (Gels, Gobos) - \$50
- b. Your vision and execution should fall within these budget parameters.
- c. Along with the director stipend, a stipend will be paid to costumers and Technical Directors. These stipends will be paid by MPP and do not come out of performance budgets.

#### **6. Rehearsals**

- a. MPP Master Rehearsal Calendar shall be set by the Managing Director with the Directors before rehearsals in the amphitheatre begin
- b. Scheduling all rehearsals with complete adherence to MPP Master Calendar as set forth by Managing Director or designee
- c. You will have as much time on the stage as we can give you. However, when scheduling rehearsals, shows that perform earlier in the season will have preference on stage time until that show goes up
- d. Keep in mind that the actors are all volunteers. Your rehearsal length and frequency should reflect that.
- e. Conducting rehearsals and communicating with actors in such a way as to convey the overall vision for the production and to ensure that the production is on schedule with the projected timeline
- f. Responsible for adhering to and enforcing guidelines set forth in the membership handbook regarding code of conduct while on MPP premises (i.e., no drugs or alcohol to be consumed by minors at any time, or by anyone else during rehearsals or performances).
- g. Items to cover during first meeting with cast and crew
  - i. Introductions

- ii. Director's Vision
- iii. Rehearsal Schedule
- iv. Contact List
- v. Sign Volunteer Agreement
- vi. Bios
- vii. Headshot

## **7. Resources**

- a. Set: We have a standard set that can be seen on our website. There is also a copy attached to this packet. Directors are welcome to make non-permanent changes and additions to it as long as they fall within the budget. It is the responsibility of the Director to return the stage to its original configuration immediately following the closing of the show, including repainting to its default color; or to communicate with the next Director as to what should be taken down. Each director is responsible for the set up and strike of their own show, so as not to interfere with the next show.
- b. Costuming: We have a stock of period and non-period costumes that Directors may pull from. We also have a considerable amount of fabric and materials for a Costumer to use to add to or create costume pieces.
- c. Props: We have an assortment of props to pull from. Using the prop budget, Directors may also add to our inventory. Once the production is over, it is the responsibility of the Director and production technical staff to return the props to their proper place.

## **8. Final Words**

- a. When in doubt, all Directors should keep the following in mind. MPP is a collection of volunteers. In most cases, our actors and staff have full time jobs and full time families. Our goal is to educate and entertain (ourselves and our audience) while using the words of the playwright as a vehicle to do so. We operate on a modest budget and abundant enthusiasm. The text, talent, and willpower are there. It is the job of the Directors and the Board to best utilize these resources and to make sure that all the other elements (sets, costumes, props, etc) work together to help make great theatre.