

Guidance Document for Directors of Potomac Playmaker Productions

Purpose:

The purpose of this guidance is to clarify the responsibilities and expectations of Directors of Potomac Playmaker Productions.

Membership:

If not already a member of the Potomac Playmakers all cast and crew must become a member to participate in Potomac a Playmakers production.

Responsibilities:

1. The Director is responsible for all aspects of a production regardless of who the particular individual is that may be tasked with elements such as stage management, lighting and sound design and execution, collection of properties, costuming etc.
2. The Director will recruit their own technical staff for the production. If the Director needs assistance in identifying technical staff the Playmakers Production Coordinator will assist in finding the necessary people.
3. A Director must always appoint a Stage Manager. This person may be designated as the Assistant Director also. Ideally, this person should be involved throughout the entire rehearsal period starting with the first read through of the script.
4. The Director is responsible for providing the Production Coordinator with all cast related materials in a timely manner. Such materials include cast biographies and cast photos for inclusion in the production program or as part of marketing activities. Regarding cast headshots for the program, the Director will assure the individuals being photographed are wearing unadorned, shirts or blouses. (i.e. a top with no lettering or imagery on the front, just a plain single color or pattern).
5. The Director is expected to resolve any internal conflicts within the cast or the production team. If difficulties are encountered in effecting a resolution, the Director should seek the assistance of the President of the Playmakers Board of Directors.
6. The Director is expected to be mindful of any signs of harassment or discrimination among the cast and crew. Such instances should be immediately brought to the attention of the President of the Board of Directors or Vice President in any instance where the President is directly or indirectly involved with the issue of concern. (See the attached policies regarding discrimination and harassment).
7. The Director is expected to provide the Production Coordinator with a rehearsal schedule as early in the rehearsal process as possible. In constructing this rehearsal schedule the Director will consider which dates cast members have indicated they are not available,

the activity schedule for the Lee Stine Theater, and, when applicable, the rehearsal schedule of any other production that is in process.

8. When the Director is advised of a need to purchase property, costume or other items for a production they should direct the requestor to the Production Coordinator to arrange for such purchase.
9. It is common for there to be 2 or more shows in rehearsal at a time. The show that is closest to opening will always have priority use of the stage. It is recommended that Directors coordinate their rehearsal schedules to minimize any competition for rehearsal space.
10. When two different productions are rehearsing on the same night each Director will be careful to contain the noise levels of their rehearsals so as not to disturb the rehearsal of the other production.