



## QUEANBEYAN PLAYERS INC ROLE STATEMENT – DIRECTOR

The Director (via proposal endorsement) is endorsed by the Committee. The Artistic Team will be invited to a meeting with the Committee to discuss the Production requirements in more detail. Ideally this meeting will take place at the earliest opportunity after the endorsement of the show proposal, but **no later than 4 weeks** prior to Audition dates.

Prior to this meeting, the Artistic Team will be issued with a proposed show budget (**no later than 4 weeks** before the scheduled meeting) and general expected timeline (ie: Artwork requirements, Publicity Milestones, etc.). The meeting will be an opportunity for the Artistic team to discuss the following:

- Requests for variations to and/or additional overall budget;
- Set design and requirements;
- Costume design and requirements;
- Discuss the appointment for any production team roles (including Artistic members if required) which are yet to be filled, and confirm Publicity Manager and Committee contact;
- Any assistance required by the Committee prior to Audition commencement;
- Any other business deemed relevant, or queries the Artistic Team may have.

**The Director shall have overall responsibility for the artistic standard of the production, within the guidelines of the Queanbeyan Players Ethos.**

The Director shall also be responsible for:

- The overall artistic vision of the show, and ensuring a collaborative approach to the production with fellow production team members;
- Attending production meetings on regular occasions before and during the rehearsal period, and contributing as required;
- Appointing an Assistant Director (if required) with endorsement from the Committee;
- Heading the audition panel and referring a recommended cast to the Committee for its ratification;
- Before auditions, determining a preliminary rehearsal schedule in consultation with the Musical Director and Choreographer;
- Updating the rehearsal schedule as required;
- Liaising with the Set Designer on requirements for the set;
- Liaising with the Costume Designer on requirements, and ensuring that costume calls (including photo calls and publicity) are factored into the rehearsal schedule;
- Liaising with the Props Manager on requirements;
- Controlling and directing all rehearsals in conjunction with the Artistic Team;
- Liaising with the Publicity Manager on requirements and ideas, and ensuring that photo calls etc. are factored into the rehearsal schedule. **NB:** Any ideas for publicity should be communicated to the Publicity Manager and not acted upon independently;
- Provide input to the monthly report (written or verbal) presented by the Production Manager to the Committee at the monthly committee meeting. This is an opportunity to call out any issues or any assistance required from the Committee, and request further changes to the budget or other requirements that require approval;
- In conjunction with the Production Manager, ensure that the production remains within the budget set by the Committee. Any spending above this budget is subject to approval by the Committee;
- Ensuring that all facets of their production comply with the Queanbeyan Players Policies and Procedures.
- In the event of a dispute with the artistic team which cannot be resolved, the issue is to be raised by the Production Manager with the Committee. The Committee will then attempt a mediation session with the Artistic Team to resolve. If the Committee deems the Director's vision not unreasonable, then the Director's decision will stand.



## Role Statement

- While the Committee endorses that the Director has the final say in regards to the Artistic Vision of a production, if the 'choice' is deemed unreasonable – ie: is deemed an unsafe decision and/or goes against Queanbeyan Players Inc.'s Policy and Procedures and/or Code of Conduct, the Committee reserves the right to veto the Director.

Queanbeyan Players encourages the Director and Artistic Team to prepare and present a report (written or verbal) to the Committee on all aspects of the production, including making recommendations for improvement if required.

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I, \_\_\_\_\_, agree to abide by and meet the requirements of this role statement in my capacity of Director of \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Queanbeyan Players' representative:

Name: \_\_\_\_\_ Office: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_