



# LOYOLA

UNIVERSITY CHICAGO

*Preparing people to lead extraordinary lives*

## DEPARTMENT OF FINE AND PERFORMING ARTS

### 2-Week Production Staff Job Descriptions

#### Director

The Director is the artistic leader of the project. In the case of two week labs, directors will also assume certain managerial and organizational duties. These are outlined below.

#### Pre-Production/Auditions

- Meet assigned Mentor at least 6 weeks prior to first meeting to discuss point of focus and/or conceptual frame for the project.
- Meet with Mentor at least 5 weeks prior to first meeting to discuss scope of the project, special considerations and to review deadlines, goals, etc.
- Develop and articulate conceptual frame or point of focus for the project
- Meet with Mentor, Set/Costume Coordinator and Lighting/Sound Coordinator for first organizational meeting
- Petition Managing Director for funds to cover design elements (up to \$200.00 max)
- Provide Managing Director any necessary information regarding audition notices or management
- Provide Managing Director descriptive copy of project for the website

#### Rehearsal/Tech

- Draft two week rehearsal schedule. Times may include weeknights 6:30-10:30 and weekends 10-5, and up to 2 days of tech, for a total of 14 days.
- Copy and distribute rehearsal schedule to cast and personnel.
- Gather all rehearsal props and costume items. Access to the shops must be arranged in the single meeting, so personal and other sources are recommended.
- Conduct rehearsals
- Secure spaces and any storage during rehearsal period
- Attend second organizational meeting
- Coordinate technical needs with Coordinators at tech
- Draft Directors Note (if applicable) and circulate to mentor at least 3 days before due
- Provide program copy to Box Office by deadline

#### Post-Performance

- Attend a post-mortem to discuss how the project went. (Director, Design Coordinators, Mentors, Managing Director to be present)
- Work with Cast, and Crew on any strike

#### Pre-Reqs

- At least 18 hours of THTR credit