



SUBMISSION FOR DIRECTING FOR 2018

Your details:

Name: _____

Phone: _____

Email: _____

Name of play	
Playwright	
Are Rights available and from whom	
Number in cast	M F
Style of play	
Preference for when to stage the play	
<i>Alternate play</i> ¹	

1. Briefly describe the play (or attach a synopsis and any supporting background material).
2. Please outline your vision/proposed approach to the show.
3. Detail any special requirements such as setting, costumes, lighting, sound, special effects, and props.
4. Please provide details of your previous experience as a director (including where/who for and when).

Please provide a copy of the script with your submission.

5. Please confirm your acceptance of Wellington Repertory Theatre's director protocols (see next page), which apply should your play be selected for production.

Thank you!

¹ Please indicate an alternative play you would be prepared to direct should your preferred play be selected and scheduled but is not able to be staged due to unforeseen circumstances (e.g. Rights withdrawn, unable to cast the play etc). As a contingency option, the alternate play should ideally be straightforward to stage.

DIRECTING FOR WELLINGTON REPERTORY – PROTOCOLS

Wellington Repertory Theatre's committee actively supports all aspects of each show, from providing a budget to fund the show to production management to publicity. We are as committed to the success of each show as its Director is. In return, Wellington Repertory Theatre's expectations of Directors are:

1. Casting

- Open auditions are to be held and productions to be cast from members and others who audition, recognising that Wellington Repertory is about encouraging participation
- While the Wellington Repertory Committee will assist the Director to secure crew for their production in advance (if/as needed), Directors are encouraged to offer any crew positions that are yet to be filled to people who audition but are not cast in the production
- If a production cannot be cast within 14 days of the last scheduled audition, the Director should consult with the Wellington Repertory Committee about his/her plan for resolving the casting issue. The Director may be required to switch to their contingency alternate play if a solution can't be found.

2. Planning & preparation

- It is expected that the Director will have a clear vision for the production and will have done sufficient planning and preparation to be able to articulate this to the cast and crew at the first get together along with a well-planned rehearsal and production schedule
- Attendance at the first production meeting and selected production meetings during the rehearsal period as required to ensure good coordination with the production team.

3. Relationship management

- Recognising that people get involved in community theatre for enjoyment and that everyone involved in a production is contributing their time to make the show a success, all cast and crew should treat each other with respect and courtesy
- It is important to address any major personal issues among cast and crew that are affecting the production as soon as possible, to ensure the production does not become destabilised and to ensure members have a positive experience overall (the Production Manager can assist in this regard)
- The Director hands over responsibility for the production to the Stage Manager from the Technical Rehearsal onwards.

4. Working with the Production Manager

- The Production Manager works closely with the Director and plays a key role in all aspects of the production. He/she is accountable to the Wellington Repertory Committee as the producer of shows, and is responsible for reporting to the committee on progress throughout the production (including alerting the committee to any issues). Regular and comprehensive communication and engagement with the Production Manager is required.
- The Production Manager has overall responsibility for managing within the set budget for the show, so has delegated authority from the committee to ensure the budget is not exceeded.

5. Contingency plan

- In the unlikely event that your production suffers a significant unforeseen setback/crisis during the production period (e.g a lead actor pulls out or your personal circumstances mean you must pull out) or a series of smaller issues conspire to threaten the overall production, the Committee reserves the right to take appropriate action, such as: providing additional support to the Director to manage the situation, deferring opening night, pulling the show, or putting in a new Director to complete the production.