

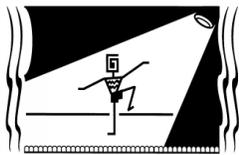
Director's Rules

Teacher/director responsibilities:

- ✦ Arrive at the rehearsal site at least 20 minutes before class is scheduled to begin.
- ✦ Set a professional example by being prepared, starting on time, and putting cell phones away except in the case of an emergency.
- ✦ Have a lesson plan for the day. Have theatre games and activities planned with learning outcomes in mind.
- ✦ In most cases there will be two adults in the room with students; students are never to be left to work on their own. We teach theatre skills.
- ✦ Remember that our students are our first priority so treat them with respect.
- ✦ Remember that our parents are our second priority so treat them with respect.
- ✦ We will not always do this but you should plan to stay after rehearsal for at least 10 minutes for a debriefing/planning.
- ✦ Participate in professional dialogue with other directors
- ✦ Help to coach/train Padawans.
- ✦ Contract time is from 20 minutes before class starts until 10 minutes after class ends unless otherwise stated.
- ✦ Off-book date will be set no later than the first day of class
- ✦ Registrar will hand scripts to students as they pay, even if the play is not cast yet. This gives families a chance to read through the play and understand characters as soon as possible.

Class Expectations:

- ✦ Class schedule will be determined before students arrive. This will include a first day of orientation and introduction/getting to know you games. During this first session, directors will learn about students' strengths and weaknesses with an eye to casting.
- ✦ Casting may be done face-to-face or by shared Google docs or other online collaboration. Include achildrenstheatre@gmail.com in online sessions.
- ✦ Generally, the show should be cast before the third session (approximately one week after registration closes). Third session will be used for read-through and/or watching selected video clips of previous performances. Padawans and directors should expect to help in reading with the cast to keep the story line moving.
- ✦ Regular class sessions will include rehearsing scenes as determined by directors and Artistic Director in the 'Big Room' with students not directly involved in the scene "onstage" working with other directors on other scenes – this will require Padawans to read lines of missing characters. Students will NEVER be expected to run lines without help from a director.
- ✦ ALL class sessions will begin on time with warm-ups and will move smoothly to rehearsal of scenes.
- ✦ The final week of rehearsal is Production week and will consist of run-throughs on Monday and Tuesday using props and set pieces, Wednesday tech run-through with full sound and a Padawan or stage manager reading tech cues.



Film and Off-site Responsibilities

Off-site sessions are discouraged. However, if it is decided that off-site sessions are necessary:

- ✱ Written permission slips for all children will be on file prior to film shoot.
- ✱ A list of planned activities will be filed with and cleared by the artistic director. This will include basic shots and locations and is mostly for insurance liability.

Teacher/director benefits:

- ✱ Hands on experience as a teacher of children of all ages
- ✱ Directing experience in a professional setting.
- ✱ You will be treated with respect and appreciation.
- ✱ You will get a paycheck.
- ✱ Have fun.
- ✱ All teacher/directors are contractors, are not employees of ACT and as such are responsible for their own taxes.
- ✱ ACT will provide a 1099 misc form as required by the Internal Revenue Service.

Padawan Responsibilities

- ✱ Are not gophers
- ✱ Come with a plan for warm-ups and cool-downs and ideas for how to make the show a success.
- ✱ Be here 15 minutes early to get instructions
- ✱ Padawans are not equal to directors but should be considered colleagues and treated accordingly.