

# **PRODUCTION HANDBOOK FOR**

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**DIRECTORS, CHOREOGRAPHERS,  
DRAMATURGY, DIALECT COACHING**

**Theatre Department**  
CCSU | MALONEY HALL

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# Choreographer/Movement & Fight Choreographer, Violence Director, and Intimacy Director

## Time Commitment:

- Dependent on the needs of the production.

## Job Requirements:

- Work to create safe and successful movement for a production.
- Assist in communicating the theme, main idea, and/or concept of the Director through movement, violence, stunts and/or intimacy.
- Assist the Performer(s) by teaching proper use and handling of costumes and props.
- Problem solve other needs of the Director related to movement (i.e. stage combat, circus skills, etc.)
- Choreograph safe, repeatable, and consensual intimacy work and onstage violence and/or stunts.
- Meet with Musical Director to determine what, if any, music will be cut or added as well as review and consider the requirement of necessary singing and dancing.
- Teach combinations at auditions and/or rehearsals, adjusting as needed based on the production and cast.
- Throughout the rehearsal process, will work closely with all other members of the production team towards creating a unified production.
- If necessary, and in collaboration with the Director, designate a Fight, Dance, or Intimacy Captain to facilitate the rehearsals and production.

# Director

## Time Commitment:

- Self-motivated time commitment.
- Present at all design/production meetings, auditions/callbacks, rehearsals, technical & dress rehearsals, and KCACTF response (if applicable).

## Job Requirements:

- Facilitate a creative and efficient working environment that unifies the ensemble.
- Collaborate with production/design teams.
- Determine the style, setting, and tone of the show. Be prepared to present a concept at the initial design meeting.
- Respect the show as it was written.
- Plan and conduct auditions and, if necessary, callbacks.
- Announce the cast list or distribute to Stage Management.
- Plan a rehearsal schedule with Stage Management Team.
- Respect rehearsal times and breaks according to the Equity rules and regulations.
- Responsible for staging and rehearsing the show.
- Coach the actors when and where necessary.
- Ensure show is prepared for the addition of technical elements by tech week.
- Responsible for reading daily rehearsal reports and addressing concerns from respected area(s).
- Follow any additional departmental policies.

# Director, Assistant

## Time Commitment:

- Self-motivated time commitment.
- Present at all design/production meetings, auditions/callbacks, rehearsals, technical & dress rehearsals, and KCACTF response (if applicable).

## Job Requirements:

- Meet with the Director to understand vision for the show.
- Assist the Director as needed in production research and the creative process.
- Assist the Director in rehearsals where needed.
- Occasionally conduct rehearsal in cooperation with the Director.
- Coordinate with House Management regarding the lobby displays.
- Responsible for reading daily rehearsal reports and addressing concerns from respected area(s).

# Dramaturg

## Time Commitment:

- Self-motivated time commitment.

## Job Requirements:

- Provide research and analysis on some or all the following areas as needed by the Director:
  - Textual analysis
  - Biographical information on the author
  - Social and political customs and concerns during the time the play was written and when it is set.
  - Production history
  - Critical reviews
  - Information & analysis of material discussed within the text
- Assist the Director with any program notes, educational packets, and lobby displays as needed.
- Attend a rehearsal(s) to educate cast on research findings.
- Serve as a critical eye on how research findings are being incorporated in the production.
- Assist Performers and Designers with research.
- Provide resource materials as needed.

# Musical Director

## Time Commitment:

- Self-motivated and present at any rehearsals, technical rehearsals, sitzprobe, and the run of the show.

## Job Requirements:

- Works in conjunction with the other members of the production team in realizing the Director's concept of the show.
- Works with the musicians and singers in rehearsal to create the mood, tempo, and rhythm of the musical score.
- Responsible for conducting the musicians in performance and communicating any notes to the Stage Manager (SM).
- Responsible for organizing pit musicians.
- Responsible for reading daily rehearsal reports and addressing concerns from respected area(s).

# Vocal/Dialect Coach

## Time Commitment:

- As called by the Director.

## Job Requirements:

- Will work with Performers to ensure they are both audible and intelligible.
- Assist in implementing safe and healthy vocal practices.
- Assist with character accents and music work.