



a not for profit project of the Sierra Performing Arts Association
3470 Swetzer Road, Loomis, CA 95650 916-652-6377 mtctheatre.org

Description: Assistant Director

Assistant Director Job Purpose: The assistant director reports to the artistic director and producer. They assist during rehearsals and carry out many tasks needed by the artistic director. The assistant director must be prepared to perform a variety of tasks, in both the artistic and technical realm.

Job Duties

- Attend all pre-production, production, and post-production meetings
- Go-to person for cast and crew questions regarding rehearsal and performance schedules.
- Assist with choreography during auditions and rehearsals.
- Provide observation and recommendation to the director regarding blocking and line interpretation choices.
- Takes notes from the director regarding acting choices, adjustments and corrections, and communicates those notes to the actors.
- Responsible for running rehearsals in the absence of the director.
- Take roll and call parents if cast members are missing, ill, or need assistance.
- Coordinate the poster blitz, t shirt orders, cast bios.
- Attend all rehearsals designated by director.
- Assist with running CD player during rehearsals.
- Attend all tech week rehearsals and shows.
- Assist with keeping cast focused, quiet and on task.
- Coordinate activities of the directional staff, design staff and actors.
- Director's right-hand, communicates each decision the director makes, including any special requests, to production staff and families.
- Liaison between the actors and the production staff.
- Responsible for making sure the actors arrive at each rehearsal on time.
- Responsible for preparing each rehearsal room for that day's rehearsal.
- Fills in for actors when they are absent from rehearsals.
- Serve as stage manager during the run of the show.

At the completion of the show the assistant director and technical director make a comprehensive list of everything that needs to be done. They then organize the cast and crew into teams to carry out the work efficiently. Each team is led by a crew member who knows exactly what must be done.

Responsibilities during performances include coordinating the activities of the music director/conductor, actors, stagehands, props personnel, dressers and house manager.

Skills and Qualifications:

- Musical or theatrical production skills gained by training and/or work experience.

Qualifications:

- High school diploma or equivalent. Some college preferred.



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- A record free of criminal violations that would prohibit educational employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with coworkers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Successful completion of an accredited first aid course may be required.

Abilities:

The following personal characteristics and skills are important for the successful performance required of assigned duties.

- Ability to stand, sit, move for long periods of time.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Differentiates subtle variances in intonation, pitch, rhythm, and sound.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.