

Schedule A Job Description

Position: Director in Residence

Responsible to: Artistic Director & Production Manager

Responsible for: Attending meetings, rehearsals and productions ready to work and creatively committed to the projects. Being punctual and committed to the team working on the show.

General Responsibilities

- The Employee has been recruited as a Director in Residence to lead on the rehearsal and production of “BOYS”. They may also be required to attend or assist on other productions and rehearsal during the contracted dates.
- The Employee will work in with the Programmes Manager as a tutor or assistant tutor where required. Ensuring all relevant preparation is complete before attending.
- The Employee will work with the Artistic team attending meetings, fully prepared and ensuring confidentiality of the process.
- The Employee will work in partnership with other members of the show (including but not limited to the Production Manager, Show Director, Set Designer, Costume Designer, Sound Designer, Lighting Designer and the Marketing Team) and ensure open lines of communication about the overall vision and creation of the show and projects.
- The Employee will work in preparation and in the rehearsal space with the Stage Manager. The Employee will lead on all creative content of the show. The Stage Manager will run the rehearsal period and production period. The Stage Manager will be responsible for scheduling rehearsals and production calls, and for reviewing, approving and submitting timesheets recording the Employee’s time spent at work for payment to the Employee.
- The Employee shall work with the Stage Manager and the Production Manager to write the rehearsal and production schedule.
- The Employee shall attend rehearsals and production calls at the times stipulated by the rehearsal and production schedule.

- The Employee shall report to the Stage Manager, Production Manager or General Manager with any health and safety issues or concerns during their time of employment.
- The Employee shall report to the Production Manager or General Manager with any issues or concerns during their time of employment.
- The Employee shall carry out their duties to the best of their skill and abilities, and shall carry out all reasonable instructions given by the Employer.
- The Employee shall ensure that all actors and students are able to work within the guidelines of The Court Theatre's Actors' General Conditions. A copy of The Court Theatre's Actors' General Conditions shall be provided with this agreement
- The Employee shall acquaint themselves with the House Rules of the Court Theatre Trust, a copy of which shall be posted on the Official Notice Board of the Employer, and also made available to the Employee upon request.
- The Employee will work with the Marketing team to ensure that publicity and programme images and text are signed off In line with time frames.
- The Employee agrees to undertake publicity activities as required by the Employer.
- The Employee agrees to have their likeness used in print, electronic and radio promotional material as required by the Theatre.
- The Employee agrees that any changes made to any script or the devising/reediting of scripts does not lead to any ownership of the developed script.