



DAMASCUS THEATRE COMPANY
DIRECTOR CANDIDATE PRESENTATION GUIDELINES

DTC requests that potential directors please submit the following information in writing:

1. Show Overview including title, author, cast size and age ranges of cast members, orchestra size (minimum to maximum), usual running length, list of songs, brief synopsis of the show.
2. Overall concept of the show - historical period, style, dialects, geographical location, interpretation.
3. Set – special needs for staging, scene changes, set pieces
4. Choreography – level of dance required
5. Technical – sound, lights, special effects needed
6. Personnel – do you have anyone in mind for production crew, such as music director, stage manager, choreographer, designers, etc.
7. Other special considerations - scheduling conflicts, casting ideas, rehearsal requirements

For Directors who have not worked with DTC in the past, we may also require a Resume which should include:

- previous directing, producing and/or acting experience
- background in music

The Show Committee may ask to interview potential directors. At the interview, the following information may be requested.

- Copy of script
- Copy of recording or DVD (if applicable)
- Basic sketches of set design ideas

Once a candidate is approved, the Director will be required to sign an agreement outlining their responsibilities. Some of these responsibilities include, but are not limited to:

- As far as possible, to cast all parts from among those who appeared at announced auditions. DTC does not pre-cast productions.
- Staying within the budget prepared by the Treasurer of the Board.
- Coordinating rehearsals with the Producer
- Providing all production details and requirements to various production leads such as the Producer, Technical Director, Master Carpenter, Costume Designer and Set Designer
- To help coordinate the strike of the set at the end of the run.