



ASSISTANT DIRECTING

Overview:

The job of the Assistant Director in theatre has tended, in the past (and in the professional world) to be an amorphous one. At the UR International Theatre Program, we have tried to define it by giving ADs specific (and significant) duties and responsibilities. These, in general, include:

- Assisting the director of a production so that they may work in an environment of creativity, efficiency, effectiveness, and supportiveness.
- Providing logistical support to the director (and stage management team when necessary or when asked for).
- Providing research to the director and for the production and its process.
- Creating the content for the production's program.
- Creating social media publicity for the production.
- Maintaining the production's artistic integrity and quality over the course of the production's run.
- Representing the Program effectively, sensitively, and honorably, especially with regards to guest artists.

The Assistant Director

- **Reports to the Artistic Director** of the International Theatre Program.
- **Works closely with Production Director** and other Faculty/Staff (both student and otherwise) of the UR International Theatre Program.
- Should, if possible, attend all preparatory sessions (ex. design presentation).
- **Must attend every rehearsal** (unless arrangements have been made with the Director of the production).
- **Must attend all Tech and Dress rehearsals** (unless arrangements have been made with the Director of the production).
- Must attend all Production Meetings that take place after the Designer's Run, Tech and Dress Rehearsals.
- Should, if possible, attend production meetings held during the pre-Tech/Dress/Run period of the production.
- **Attends every performance** of the production and gives appropriate acting and production notes to the cast and Production Stage Manager in a timely and appropriate manner as agreed upon with the production's Director. The goal is for the Assistant Director to maintain the artistic integrity of the production director's vision of the theatrical work and its performances after the director is no longer in residence or is no longer available to see the production themselves.
- **Fulfills all duties outlined in "The Program Project"** (see separate document).
- **Is supportive and nurturing** of the production and its process.
- **Maintains strict confidentiality** with regard to information and opinions of production staff to which they are privy.
- Assists the stage management team as appropriate and only insofar as it doesn't interfere with the AD's duties.
- May be asked to perform some minor tasks/requests (ex. making coffee, fetching food, etc.) on occasion and where reasonable, in order to maximize the director's time.
- Other duties, as appropriate.

If an AD feels uncomfortable with any of these tasks, responsibilities, or duties, they should contact the Artistic Director of the Theatre Program.

Credit Hour Policy:

Assistant Directors follow the College credit hour policy.

- **Assistant Directors** are eligible for **6-credits** for work on a production and should take THTR 290-*appropriate section* (Plays in Performance; 4-credits) + THTR 391 ([Independent Study](#) for **2 credits**). In lieu of THTR 290, THTR 360 may be substituted (please consult with the Artistic Director of the Theatre Program).

Grading:

1. Based on all above responsibilities, and of all tasks associated with “The Program Project,” including deadlines met.
2. Grade evaluated by Nigel Maister and the Production Director.