

Director Selection Committee Guidelines

Revised June 2018

NOTE: See Timeline at End*

I. The Director Selection Committee (DSC)

a. Mission Defined:

- i. The Stage Coach Players (SCP) director selection committee solicits, evaluates and selects directors for the productions that have been approved by the Stage Coach Players Board (SCPB).

b. Purpose of Committee

- i. Recruit directors for productions that have been selected.
- ii. Evaluate director applications and select appropriate directors for each production.
- iii. Suggest to the Stage Coach Players Board (SCPB) a list of directors and alternates two seasons in advance for SCP production year.
- iv. Help facilitate auditions for the Season in conjunction with the Play Reading Committee (PRC) and SCPB. (see section VI.)
- v. Inform all potential directors of guidelines, production budgets and general expectations.

c. The Chairperson

- i. Appointed annually by SCPB president.
 1. Chair must have previously served on a production team as one of the following:
 - a. Director, music director, producer, or stage manager.
 2. Chair approved by SCPB by the March board meeting.
- ii. Solicits for and selects Two (2) additional SCP members not currently on the PRC or SCPB.
- iii. Submits the suggested committee member names for SCPB approval by the April board meeting.
- iv. Coordinates all DSC activity.
 1. Schedules and runs DSC meetings.
 2. Communicates with SCPB members and PRC members.
 3. Oversees, solicits and secures director applications.
- v. Meets with chosen directors after SCPB approval
 1. Reviews the directors' guidelines, production budgets and general expectations.
 2. Reviews the audition process.
 3. Reviews contractual arrangements for each individual production.

d. Committee Membership

- i. Must consist of four (4) members, comprised of the DSC chairperson, one (1) SCPB member and two (2) SCP members.
 1. Members will be selected by chair of DSC and approved by SCPB.
 2. Recommended to include varied background (i.e. gender, age, theatrical interests, etc.)
 3. Members of DSC must not currently be on the PRC committee.
- ii. Exclusions
 1. Any committee member who intends to submit his or her name to direct a show for the season will be replaced on the DSC.
- iii. If, for any reason, the DSC loses a member, the DSC Chair must replace that member, who then must be approved by the SCPB prior to appointment.

II. Director Selection Committee Functions (July-September)

a. Read all Approved Plays and Musicals

- i. PRC chair will send scripts via email to DSC chair as soon as they have been approved by SCPB at the May board meeting and meet with the DSC committee to give insight regarding the season's play selection choices.

b. Announce the Season and Solicit Director Applications

- i. In conjunction with the PRC and SCP Marketing Committee, solicit and distribute director applications via email blasts, newspaper articles, social media, etc. as soon as all contracts are confirmed.

c. Read and Evaluate the Director Applications

- i. Each committee member will read all director applications prior to the interview selection meeting.

d. Conduct Interviews for Director Consideration

- i. Interview dates and times can be flexible in order to accommodate members' schedules but must be completed by August 31.

e. Hold Final Director Selection Meeting

f. Submit the Director Slate (and alternate, if desired)

- i. To the SCPB at the September board meeting.

g. Announce the Complete Season

- i. Upon SCPB approval, in conjunction with the PRC and the Marketing Committee, arrange to have the full season slate with director's names announced to the public through social media in October.

h. Organize and Promote Auditions

- i. In conjunction with the PRC and the SCPB, arrange for and hold the auditions for all season shows.

III. Acquiring / Interviewing / Selecting Directors

a. Utilize SCP events, social media, Constant Contact newsletter, SCP website and all SCP publications to invite director applications.

- i. All directors must complete the application form in order to be considered. A directing resume will be required, if selected for the interview process.
 1. First-time SCP directors must have a producer. This producer must have previous experience as an SCP director or producer and will provide guidance, as needed.
 2. Directors new to SCP must include theatrical references in their resume'.

b. Minimum Number of Applicants Per Show

- i. It is recommended that each show meet a minimum requirement of three (3) applicants before interview selections are made. In the event that fewer than three (3) applications are submitted for a show, the SCPB and DSC may choose to seek out additional applicants.
 1. Names for additional director applicants may be recommended by a SCPB or DSC member.
 2. Names for additional director applicants may be taken from appropriate member categories on Ovation Tix. (eg. Directing, Musical Directing, Stage Managing)

c. Evaluate directors based on:

- i. Overall directing experience and SCP directing experience
- ii. How recently they have directed for SCP and whether a producer is recommended.
- iii. Circulating through the director pool recommended.
- iv. Whether an experienced director has adhered to SCP mission and policies in the past.
- v. Including new directors recommended.

d. Directors of Musicals, Special Note

- i. Must have a musical director attached before the DSC selects the director.
- ii. Must include the number of pit orchestra musicians or if performance tracks will be used.
 1. Inform director candidates that any additional costs of musician honoraria must be submitted with their application and cannot be modified to increase their budget at a later time.

e. Technical requirements considerations

- i. Set build must fit space.
 1. Directors may be required to describe
- ii. Costumes: build, rent or construct?

- iii. Expense of additional material or rights (i.e; additional musical numbers, pre-show music for a play, logo packs, rehearsal tracks, prop rental, etc.)
 - 1. Inform director candidates that any additional production costs must be submitted with their application and cannot be modified to increase their budget at a later time.
- iv. Health and Safety issues - for audience, actors and production staff.
- v. Special effects - space and expense considerations.

f. Interview Candidates

- i. Interviews should expand upon the questions asked on the application, but should include:
 - 1. Please list your previous directing experience, including the venue and the year.
 - 2. Do you have a production team in mind or already signed on? If so, who and in what positions? (A pre-existing team is not a prerequisite, this question is to determine recruiting needs.)
- ii. Please ask equitable questions to each applicant within each show application. (ie; all “Our Town” applicants should be asked the same interview questions.)
- iii. Take notes during interview to create summaries for board presentation.
- iv. Contact theatre references for applicants that have not previously directed at SCP.
- v. Interviews must be completed by August 31.

g. Selection of Director Slate

- i. Upon completion of interviews, DSC will select a director slate to submit to the SCPB at the September board meeting for consideration.
- ii. Alternate directors should be provided to the SCPB, if available.
- iii. All directors will be contacted to confirm their desire and availability to direct prior to slate submission to SCPB.

IV. Submission of Director Slate to SCPB

- a.** The recommended director slate must be submitted for SCPB consideration at the September board meeting.
 - i. All recommended (and alternate) director application forms, budgets and interview summaries should be given to the SCPB for final consideration.
- b.** Role of SCPB in director approval
 - i. May reject a director or alternate at their discretion.
 - 1. Requires contact from SCPB to rejected director(s) with explanation.
 - ii. May ask the DSC to find additional directors, if necessary.
 - iii. SCPB can also bypass DSC and find different directors on its own.

- iv. Board members being considered as director must leave the room before discussion and recuse themselves of the vote.

V. Announcing Director Selections

- a. The DSC Chair should inform directors of SCPB selections.
- b. Pre-announcement discussions outside of board, committee members, and directors are strongly discouraged.
- c. Coordinate with Marketing Committee to send press releases to local media outlets, update website pages for each production, put announcements in current season's programs, and print a small number of posters/flyers for the SCP Theater.

VI. Season Auditions

- a. The DSC is responsible along with the PRC and the SCPB for the organization and implementation of all season auditions.
 - i. Responsibilities will be delegated by the PRC chair.
- b. Three (3) sets of auditions will be held each season.
 - i. At the discretion of the PRC, auditions for productions will be grouped with no more than three (3) shows at a time with an attempt to include at least one musical per audition group.

VII. The SCPB (by majority vote) can approve exemptions to any and all guidelines.

VIII. The SCPB (by majority vote) can change the Director Selection Guidelines.

Timeline (Tasks *must* be completed before these dates):

March board meeting: DSC chair approved by SCPB

April board meeting: DSC suggested members submitted to SCPB

May board meeting: SCPB final vote for proposed season slate / PRC Chair meets with the DSC to understand the play selection process and give them the SCPB approved plays to read

June: *PRC Chair secures production rights for season slate*

As soon as all contracts are received: Announce next season's show slate

July 1-31: Director Applications submitted to DSC

August 1-31: Director Interviews by DSC

September board meeting: DSC presents director slate to SCPB

October board meeting: SCPB final vote for proposed season director slate

As soon as SCPB approves in Oct.: Announce next season's director slate (with PRC)

Various Dates: Conduct Season auditions (with PRC and SCPB)

(Italicized tasks are for the Play Reading Committee)