

# Application

## “The Play That Goes Wrong”

### Assistant Director/Stage Manager

Thank you for your interest in assistant directing for this show. Before you apply, please read over my expectations:

#### Rehearsals:

- 1) The assistant director is expected to be at EVERY scheduled rehearsal.
- 2) You must arrive at least 15 minutes before rehearsals to prepare the space. It must be clean!
- 3) Take attendance of all scheduled performers and indicate any late arrivals. Be the first to speak with actors regarding attendance (including tardies). You maintain authority.
- 4) Prepare and maintain the prompt book
- 5) Transcribe all rehearsal notes given by the director.
- 6) Run already blocked scenes when needed
- 7) Select and maintain rehearsal props

#### Dress Rehearsals and Performances:

- 1) Arrive 15 minutes before posted call time
- 2) Post sign-in sheet on the call board
- 3) Check in with house manager
- 4) Make sure stage is clean
- 5) At one hour before curtain, check to make sure ALL backstage personnel have arrived.
- 6) Check all props to make sure they are where they are supposed to be and in good working order
- 7) Make sure stage is set
- 8) Before half-hour call, clear stage, lower curtain, and call pre-set cue for lights and sound. Call actors for microphone checks (when applicable)
- 9) Inform house manager that house is ready to open
- 10) At half-hour, give actors and crew their first call.
- 11) Give 15 minute call to curtain
- 12) Check with crew to make sure everything is ready to go
- 13) Give five minute call to curtain
- 14) Give “places” call two to three minutes before curtain
- 15) Inform house manager and director backstage is ready
- 16) Set stage for ACT 2
- 17) After the performance, make sure everything is cleared and put away.

Application:

Name:  
Email:  
Grade Level:

Production Experience:

Plays:

Musicals:

Stage Crew:

Directing/Assistant Directing:

List all conflicts you might have with the rehearsal/production schedule:

Auditions are August 23-25  
Rehearsals begin August 28 (Monday through Friday after school until 5:30 and Saturday from 9-12). Tech rehearsals are October 2-6; Dress October 9-11; Show dates are October 12-14 (four performances)

Explain why you are the best candidate for this position. Please be specific.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DUE by 3:30 pm, August 14 (you can also scan and email this form to me)**