

Assistant Director Responsibilities

You are responsible for helping direct the play. You are also responsible for covering for actors and actresses that are absent from rehearsals and performances. The nights of the shows, you will serve as the House Manager for the production. The following list should help you do this job successfully.

1. Meet with the director to get script and find out what you should be working on before rehearsals begin.
2. Attend any productions meeting before rehearsals begin.
3. Assist the director with auditions. Collect audition forms and help make casting decisions.
4. Attend every rehearsal. You should be the first one at rehearsal and the last one to leave.
5. Make sure the stage manager has taken attendance, and call any cast/crew members who aren't in attendance.
6. Make sure the stage manager has cleared and swept the stage.
7. During rehearsals, make sure there is no food or drink in the theatre.
8. During blocking rehearsals, write down blocking of all characters in your script. If you are unsure of the blocking, check with the stage manager.
9. Write down all stage business in your script.
10. During working rehearsals, watch the action of the play and look for ways to help the actors.
11. Take line notes when lines are due.
12. At all rehearsals, fill in for missing performers. When they return to rehearsal, give them all blocking and stage business they missed while they were gone.
13. If a cast member is absent the day of performance, you will serve as an understudy for their role.
14. After rehearsal, help the stage managers pick up the rehearsal space.
15. Before the show and at intermission, you will serve as house manager in the lobby of the theatre. You will open the doors for the ushers to let people into the theatre before the show, at intermission, close the doors after intermission, and open the doors after the show.
16. Give any acting notes to the director. He will discuss with you what you should do with these notes.
17. Give the director any thoughts or suggestions about the crew or the technical aspects of the show.
18. If you have nothing to do, help the cast work on memorizing their lines.
19. If you have nothing to do, help the crew.
20. Be friends with the cast. You are the middle person between the cast and the director.
21. Keep the director informed of any potential problems.
22. You are the eyes and ears for the show. Look for problems that we can fix during rehearsal, so that the show can be a success when we present it to the school. Bring these things to the director.
23. Ask the director any questions you have about directing.
24. Have fun!!!