

Pentacle Theatre Policy	SUBJECT: Qualifications of Directors, Assistant Directors, Production Assistants and Production Consultants
Approved By: 2022 Governing Board Erik Davis, President	Effective Date: Sept. 26, 2022 – REVISION Effective July 27, 2026

Purpose: This policy establishes the minimum qualifications required to direct plays and musicals at Pentacle Theatre.

Policy: Maintaining the highest level of excellence in its theatrical productions is crucial to the continued existence of Pentacle Theatre. Therefore, the Governing Board must be sure that individuals wishing to direct a production for the theater possess sufficient skills, competency and experience to maintain that level of excellence.

It is the custom of the Governing Board not to award a director more than one production in a season. The Governing Board may make exceptions for a qualified director and assistant director at its discretion. All other positions must follow the policy.

Definitions: *Director:* The Director coordinates all elements of a production. The Director is responsible for interpretation of the script, casting actors, obtaining crew members, working with other theatre artists in designing the production (e.g. set, costumes, hair, makeup, etc.), managing the Director's portion of the budget, managing rehearsals and performances. The Director may delegate duties to other team members as desired, but retains the overall responsibility for all aspects of the production. The director will also mentor the assistant director in all aspects of the production process.

Assistant Director: The Assistant Director may perform some Director duties, such as blocking and directing certain scenes, but does not have the full responsibilities of the Director.

An Assistant Director may be an individual who desires to become a qualified director at Pentacle Theatre. Ideally this Assistant Director will work with an experienced director that will mentor them and help them learn the elements of a production at Pentacle Theatre. An Assistant Director may also share some of the duties that may be normally held by a Production Assistant.

Production Assistant: A Production Assistant is an individual who helps the director with tasks, such as creating a calendar, calling role, being on book, and other duties as requested by the director. A Production Assistant does not help direct and is not learning to direct.

Production Consultant: The Production Consultant is responsible for observing and advising the Director as needed throughout the production process, and offers support to the director in all production matters. The Production Consultant is also a resource for the Director in problem solving. A Production Consultant may be

assigned by the Governing Board to all first time directors, and any other director at the discretion of the Governing Board. The Production Consultant presents a general progress report through the Board Liaison. If there are any issues the Production Consultant should report to the Governing Board.

Procedure: **I. Qualifications for Directors**

To be considered for directing a production at Pentacle Theatre, individuals must meet the qualifications outlined below based on their directing experience.

A. First-Time Director with No Relevant Directing Experience

Individuals with no relevant directing experience at Pentacle Theatre or elsewhere must:

1. **Gain assistant directing experience** by working with a qualified, experienced Pentacle Theatre director. This experience must be hands-on and collaborative, providing opportunities to participate in the creative process. With the director's approval, this may include blocking scenes, providing notes, and participating in other aspects of directing. The supervising director should include the assistant director in all aspects of the process whenever possible.
2. **Volunteer on a previous production** at Pentacle Theatre to gain experience with a variety of technical positions such as stage manager.
3. **Direct a play before proposing a musical.**
4. **Provide a reference** from a director with whom they have assistant-directed.
5. **Actively participate in the Directors' Forum.**
6. **Demonstrate the ability to assemble a production team** capable of successfully mounting a show.
7. **Complete the Mandatory Director Checklist** outlined below.
8. **Become a member in good standing of Pentacle Theatre** if selected to direct.

A first-time director at Pentacle Theatre will be assigned a production consultant by the Governing Board. The Board reserves the right to assign a production consultant to any director as necessary.

B. Director with Experience Outside Pentacle Theatre

Individuals with directing experience outside Pentacle Theatre who are directing at Pentacle for the first time must:

1. **Submit a directing résumé** demonstrating relevant experience and qualifications comparable to those expected of a first-time Pentacle Theatre director.
2. **Provide two references:**
 - One from a director with whom they have worked, either onstage or backstage.
 - One from an individual who participated in a production they directed, either onstage or backstage.
3. **Actively participate in the Directors' Forum.**
4. **Complete the Mandatory Director Checklist** outlined below.
5. **Become a member in good standing of Pentacle Theatre** if selected to direct.

The Governing Board reserves the right to assign a production consultant as necessary.

C. Experienced Pentacle Theatre Director

Directors with previous directing experience at Pentacle Theatre must:

1. **Complete the Mandatory Director Checklist** outlined below.
2. **Be a member in good standing of Pentacle Theatre** if selected to direct.

D. Mandatory Director Checklist

All directors must complete the following requirements:

1. **Director Kickoff Meeting:** Attend the pre-orientation meeting.
2. **I.D.E.A. Training:** Attend the required Inclusion, Diversity, Equity, and Accessibility training for directors.
3. **Director Orientation:** Attend the orientation following production selection.

II. Qualifications for Assistant Directors:

To serve as an Assistant Director of a production at Pentacle Theatre, an individual must have:

1. Varied experience in Pentacle Theatre productions or experience with other theater groups.
2. Demonstrated communication and leadership skills (such as that demonstrated by a stage manager, production assistant, etc.)
3. Demonstrated organizational skills (effective time management, etc.).

V. Qualifications for a Production Assistant:

There are no qualifications to be a Production Assistant. The Director may assign this role to any person.

VI. Qualifications for a Production Consultant:

To become a Production Consultant at Pentacle Theatre, an individual must:

1. Have successfully directed at least two shows at Pentacle Theatre.
2. Be willing and available to dedicate the time necessary to consult with the Director in the promotion of the Director's artistic vision. The level of involvement of the PC is based upon the known experience and changing needs of the director.
3. Assume the director's role, or find a suitable replacement, if and only if the Governing Board agrees that the magnitude of the problem warrants this extreme measure and only as a last resort.