

## **Artistic Staff Definitions and Procedures:**

Play Selection is determined using the CCT play selection guidelines. Each Director must consider the questions posed by the play selection guidelines when choosing scripts, paying particular attention to the appropriateness of each production to our audience and membership. Directors will also always consider how individual productions meet the CCT Mission Statement.

Assistance in play selection may be offered by general polls distributed to the audience and membership throughout the year. These polls will be generated by the Resident Directors. Results of these polls may be used to assist in guiding the selection process. Each Resident Director will also make public a list of scripts under consideration. These lists will be made public at Springdale and on the Website. They also may be published in the CCT newsletter. Each resident will take into consideration all comments, suggestions and questions from the membership and community concerning scripts under consideration.

Directors will continually research potential productions to determine if they meet the CCT Mission Statement and the play selection guidelines:

1. Probable Cast- Before selecting a show have a clear sense of the talent on hand. Be sure you have at least one option for lead roles, preferably several back up choices. Go with your strengths but avoid casting the same actors as leads in succession. Consider the requests and interests of your potential cast, volunteers and yourself.
2. Probable Audience- Give serious thought to what your audience wants to see. Be sure to consider if a show is too adult or daring for the organization. By the same token, be sure to consider if the show is patronizing and simple by the standards of CCT.
3. Budget-Keeping audience expectations in mind, can we afford it?
4. Facilities/equipment-Do we have the space and technical set up required to do the show justice? Can we line up volunteers with the experience to assist us?
5. Knowledge and Talents-Know your own as well as your potential cast and volunteer base. Be sure to research each script to be assured that the show is something you can spend several months of your life working on.
6. Check the neighbors-Research neighboring school and theater groups. Its alright to do the same show as another group in the region, but if half a dozen nearby groups are doing the same show, select another.
7. Academic Applications-Almost any show can become an excuse for curriculum related activities- consider the educational aspects of each script for opportunities beyond theater.
8. Always select as script you are willing to direct as written. In the event that you want to make changes, follow the CCT Copyright Policy, but be certain that the show is do-able, enjoyable, and appropriate as written in the event that the request is denied by the publisher.

## **The Artistic Support Panel-**

### **Purpose:**

To support the CCT mission statement by assisting individual members of the Artistic Staff in the play selection, scheduling, and production process.

### **Components:**

All Resident Directors are members of the Artistic Support Panel. At least one board member and one membership representative will be invited by the directors to join the panel. Other members may be invited to join the panel. Director members must outnumber non directors.

### **Procedure:**

The panel is a sounding board and a place for mediation in the event of scheduling conflicts or other concerns. Director will solicit feedback throughout the year from other members of the panel as they research potential productions.

Directors will continually research ideas through a variety of channels including:

1. Internet searches (publishing companies, other theaters, theater community websites, etc).
2. Membership suggestions.
3. Panel suggestions
4. Membership polls, website list, etc.

Once an individual director has selected potential scripts, the perusal scripts will be ordered through the CCT treasurer. Directors and other members may purchase scripts individually but understand that such expenditures will not be reimbursed. Only Resident Directors can order scripts. Scripts may be borrowed from other organizations or libraries for perusal.

Once individual directors have developed a “short list” of potential plays for the following season, directors will begin discussing potential schedules with members of the panel. Scripts will be shared with other members of the panel as needed or requested for review or feedback. If further membership feedback is sought, short lists will be posted on the website and at Springdale.

Panel will meet in April of each year to finalize selection, scheduling, and address any other concerns. Each Resident Director is responsible for selecting their own production, and will consider the CCT selection guidelines and the input of their fellow panel members. Panel members will formulate production guides for each production selected. At the April Board Meeting Directors will submit their production budgets to the CCT Board of Trustees for approval.

The season will be announced and advertised in spring program and in CCT newsletter. All announcements will be “pending” royalty acceptance.

## **Definitions and requirements of CCT Artistic Staff**

CCT's regular season runs from late September to Early June of each year, coordinating with the regular school schedule. Resident Directors will divide that time up equitably to offer a season of no less than 2 full scale productions and no more than 4 full scale productions, typically offering 3 productions per season.

In the event that an opening in the regular season develops, a Guest Director may be invited to direct a regular season production. Guest Directors may also be invited to direct an off season/summer community theater event or production, or to teach a CCT class. Invitations will be extended by the Resident Directors.

Individuals will acquire Resident Director status in the following manner:

1. Successfully direct at least one full scale production involving not less than 5 actors under the age of 18.
2. Receive nomination from at least one current Resident Director
3. Receive approval from a majority of current Resident Directors.
4. Fill an opening in the regular season
5. Be a member in good standing with a current background check.

Individuals acquire Guest Director Status in the following manner:

1. Successfully Assistant Direct at least one full scale production.
2. Receive a nomination from at least one current Resident Director
3. Receive approval from a majority of the current Resident Directors.
4. Follow normal procedure for play selection and budget approval, with the direct assistance of at least one current Resident Director.
5. Identify and work with a current Resident Director as Assistant Director or Producer during at least the first production.
6. Be a member in good standing with a current background check

Individuals acquire Assistant Director Status in the following manner:

1. Receive invitation by a current Resident Director or experienced Guest Director to A.D.
2. Be a member in good standing with a current background check.

Student Members may become Student Directors in the following manner:

1. Be a member in good standing.
2. Have acted in no less than 5 CCT productions
3. Have worked in a technical aspect of a CCT production in at least 2 shows
4. Be at least 16 years old.

Student Directors may be invited to Assistant Direct or to lead Direct special productions or events. They will always work with the direct assistance of a current Resident Director.

In order to teach a class at CCT, one must agree to abide by all CCT volunteer and safety policies. Each teacher must fall into one of the following categories

A). Be a resident or guest director in good standing with a current background check.

*or*

B). Acquire Guest Teacher Status by doing ALL of the following:

1. Successfully assist the teaching of a CCT class with a resident director.
2. Be nominated by at least one resident director.
3. Submit and receive approval of proposed curriculum from a majority of the current Resident Directors.
4. Identify and work with a current Resident Director, Assistant Director or a current Board Member approved by a majority of the current Resident Directors.
5. Be a member in good standing with a current background check

*Requirement B1 may be waived at discretion by a majority of the Resident Directors*

C). Student Members may become Student Teachers in the following manner:

1. Be at least 16 years old.
2. Have worked in no less than 2 CCT productions and show significant experience in the field to be taught.
3. Work with the direct oversight of a current Resident Director or a Board Member approved by a majority of the current Resident Directors.
4. Be a member in good standing

Student Teachers may be invited to assistant teach or lead teach in special camps or events. They must work with the direct oversight of a current Resident Director or a Board Member approved by a majority of the current Resident Directors.

## **Copyright Policy;**

It is CCT policy that any changes to a copyright protected script must be submitted to and approved by the copyright holder. CCT Resident and Guest Directors will adhere to this policy at all times. Any Resident Director who knowingly breaks this policy will be subject to disciplinary action that may include a probationary period and a written warning. A second copyright infringement may result in removal from Resident Director status. A Guest Director who breaks this policy will not be invited to direct at CCT for a period of no less than one full season from the time of the infraction. A second infringement will remove the individual from Guest Director status and make them ineligible for invitation to Resident Director status.

CCT recognizes that unexpected problems and technical difficulties may prompt ad lib and improvisation by our actors. Directors, while working to eliminate these situations, must also teach actors how to respond to and alleviate these onstage problems.

CCT will provide a music license with BMI. Directors and producers will assure that all music played at intermissions or during performances qualifies under our license. No music performed under the BMI license may be recorded without written permission from the copyright holder.

Video taping will not be permitted without written permission from the copyright holder. All directors and producers verify that a sign to that effect is posted in the auditorium. They will also include the statement in the curtain speech and print the statement in the program.