

Pinole Players 2018 Guest Director Submission Guidelines

Pinole Players has selected the following shows for our 2018 Season:

- **FIRST DATE** – February 2-24, 2018
- **LAUGHTER ON THE 23rd FLOOR** – June 8-23, 2018
- **XANADU** – September 28-October 20, 2018

To apply as a Guest Director for our 2018 Season, please complete the following steps:

- Complete our Guest Director Application Form, which can be found on our website: www.PinolePlayers.org.
 - Please answer all questions and provide all requested information.
 - You may attach a resume listing previous experience.
 - You may also attach a more detailed document outlining your high-level vision for the production(s) you are interested in directing .
- Return the completed form by **Friday, June 30, 2017**.
- Instructions on where to send the completed form are included on the form itself.

Review/Interview Process:

- Each application will be reviewed by the Pinole Players Board of Directors/Artistic Committee.
- Pinole Players reserves the right to eliminate any applicant from consideration for any reason.
- Directors deemed final candidates will be contacted in order to schedule an in-person interview.
- In-person interviews will take place on **Thursday, July 6, 2017**.
- These interviews will take place at the:

Community Playhouse
601 Tennent Avenue
Pinole, CA 94564

- Once interviews have been conducted, the Pinole Players Board of Directors/Artistic Committee will select a Director/Directorial Team for each production.
- All decisions of the Board of Directors/Artistic Committee are final.

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- All applicants and final candidates will be notified once these decisions are made.

Additional Information:

Stipends

- Pinole Players offers a stipend to all Guest Directors. The current stipend offered is \$500 (minimum).

Set Complexity

- The stage at the Community Playhouse is approximately 23' wide by 22' deep.
- There is no fly space and a very limited amount of wing space.
- Pinole Players does have an in-house Set Designer. However, Guest Directors are not obligated to use this individual and may opt to bring in their own designer.

Production Costs

- Pinole Players is a non-profit, community based theater group. We make every effort to create the highest quality productions while still using common sense and good expense management to keep our production costs reasonable in the present economic atmosphere.
- We encourage our Guest Directors to keep this in mind when planning the various components of a production (costumes, sets, lighting, etc.).
- Budget amounts and limitations will be discussed by the Producer/Managing Director and each Guest Director to ensure that costs are managed efficiently and appropriately.

Technical/Artistic Support

- Pinole Players has a limited group of volunteers and artistic staff to assist in the successful production of each show we present.
- We encourage Guest Directors to bring in new Technical/Artistic Staff such as Stage Managers, Set Designers, Costume Designers, Lighting Designers, etc.
- We offer stipends for most of these positions. The amounts offered are determined by the Producer/Managing Director and the Board of Directors.

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Audition/Rehearsal Information

- Once a Guest Director is contracted, he/she will work with the Producer/Managing Director to set dates for auditions and rehearsals.
- Auditions are scheduled to ensure that the best possible cast can be assembled for each production.
- Pinole Players may also decide to hold General Auditions in order to allow earlier casting opportunities for the Directors of all productions in a particular Season.
- Rehearsals are scheduled at the discretion of each Guest Director.
- Historically, Pinole Players has rehearsed our productions as follows:
 - The rehearsal period for musicals has typically been 8-9 weeks prior to opening night.
 - The rehearsal period for non-musicals has typically been 6-7 weeks prior to opening night.
 - Rehearsals are generally scheduled to take place Monday-Thursday evenings, from 7:30-10:30 pm, with periodic rehearsals scheduled on weekends as needed.
 - Guest Directors are free to include regularly scheduled rehearsals as they deem necessary (ex: weekly on Saturdays or Sundays, in addition to weeknights.).
 - Guest Directors should note that there is no stipend currently offered to actors, and are asked to bear this in mind when creating rehearsal schedules.

Other Information

- Directors are expected to conduct regular Production Meetings (in cooperation with the Producer/Managing Director or their designated representative).
- Production budget information will be provided to Guest Directors as needed or requested.
- Pinole Players has certain, in-house staff available dependent on the needs of the Guest Director. These may include:
 - Choreographer
 - Set Designer
 - Set Construction Staff
- Guest Directors (at the discretion of the Producer/Managing Director) may be assigned a Company Adviser to assist them in

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- acclimating to the Pinole Players approach.
- When a Company Adviser is assigned, this person will act as liaison between the Guest Director, the Producer/Managing Director and the Board of Directors to ensure that each production is a success, providing company policy advice and any other assistance as needed.
- Final budget amounts for each production are determined by the Producer/Managing Director and the Board of Directors.