

PRODUCTION TEAM POSITION DESCRIPTIONS

ASSISTANT DIRECTOR

Reports to the Director

1. The Assistant Director will support the Director in many ways
2. Take notes and communicate regularly with the Director regarding the progress of the production. Support the Director in realising the production (ensure a deep understanding of the show, characters, settings)
3. Attend all rehearsals, take production notes, blocking and comments in a Director's copy of the script
4. Deputise for the Director as required
5. Take on particular duties for the Director as requested, including as running scenes, communicating notes to other departments as required
6. Attend production meetings
7. Attend all technical and dress rehearsals and attend opening night
8. Ensure that no alcohol is consumed during rehearsals and performances
9. Complete the post-production feedback survey in a timely manner

Bendigo Theatre Company Inc.

15-17 Allingham St, Golden Square, VIC 3555

Phone: 0401 678 102

Email: bendigotheatrecompany@gmail.com | Facebook: [BendigoTheatreCompany](https://www.facebook.com/BendigoTheatreCompany) | Instagram: [BendigoTheatreCompany](https://www.instagram.com/BendigoTheatreCompany)

Website: bendigotheatrecompany.org.au