



Director Packet

Rosewood Repertory

Director Survival Guide

At Rosewood Repertory, directors are leaders, mentors, and storytellers. This guide is designed to help you navigate your role, set expectations, and ensure that each production reflects the heart of our mission:

“Rosewood Repertory cultivates creativity and community in the Arkansas Delta by forging powerful performances and opportunities for artistic growth.”

1. The Role of a Director

As a director, you are entrusted with more than staging a show—you are shaping a collaborative experience that uplifts both your cast and community.

Primary responsibilities include:

- Selecting and interpreting the production (in collaboration with the board).
- Leading the artistic vision of rehearsals and performances.
- Creating an inclusive, professional, and enjoyable rehearsal environment.
- Communicating consistently with cast, crew, and the board.
- Supporting fundraising efforts alongside the organization.

2. Working with Your Cast

- Casting: Be transparent and thoughtful. Offer feedback when possible.
- Rehearsal Culture: Start and end on time. Lead with positivity and respect.
- Attendance & Preparedness: Hold cast accountable for scripts, pencils, attire.
- Mentorship: Support new and experienced performers alike.
- Conflict Resolution: Address conflicts quickly; involve the board if needed.

3. Rehearsal Guidelines

- Directors provide a full rehearsal schedule at the first meeting.
- Not every cast member will be called every time.
- Directors must track attendance and notify the board of repeated unexcused absences.
- Tech and dress rehearsals are mandatory for all cast and crew.

4. Communication Standards

- With Cast: Use email, group chats, or printed notices. Avoid last-minute changes.
- With Board: Provide regular updates and notify immediately of major concerns.
- With Community: Represent Rosewood Repertory positively in public and online.

5. Fundraising & Community Engagement

- Encourage cast participation in all fundraising events.
- Lead by example—attend and promote activities.
- Partner with the board to brainstorm ideas.
- Connect fundraising efforts back to the mission and story.

6. Payment Guidelines

Rosewood Repertory values its directors and recognizes their commitment.

- Director pay is determined by the Board prior to each show.
- Compensation will not exceed \$1,200 per production.
- Factors include scope of production, time commitment, and fundraising outcomes.
- Payment is distributed after closing and financial review.

7. Collaboration with the Board

Directors work in partnership with Rosewood Repertory's Board of Directors:

- Attend production meetings as requested.
- Communicate needs (sets, props, costumes, technical) early.
- Respect board decisions regarding budget and policy.
- Submit a post-show report outlining successes, challenges, and recommendations.

8. Checklist for Directors

- Hold auditions and cast thoughtfully.
- Share a rehearsal schedule and maintain communication.
- Lead rehearsals with respect and efficiency.
- Ensure tech week runs smoothly.
- Encourage cast participation in fundraising.
- Work collaboratively with crew and board.
- Uphold Rosewood Repertory's mission and values.
- Submit a post-show report.

At Rosewood Repertory, we believe theatre is more than performance—it's about building community and creating meaningful experiences. As a director, you are central to this vision. Lead with passion, patience, and purpose, and you'll help transform the Delta stage into a place of storytelling, connection, and growth.