

Essendon Theatre Company

A.B.N Number 84 337 262 019

PO Box 164

Moonee Ponds VIC 3039

Phone: 0406 448 368

Email: essendontheatrecompany@gmail.com

Web: www.essendontheatrecompany.com.au



Application to Direct with Essendon Theatre Company

Thank you for your interest in directing with Essendon Theatre Company (ETC)!

For over 40 years ETC has held a long and proud history of producing quality community theatre in the local community. It produces four productions per year including dramas, comedies and pantomimes and since its formation in 1976, ETC has produced more than one hundred productions. ETC is a member of The Victorian Drama League (VDL) and annually submits one production as part of the VDL Awards.

Please find attached an Expression of Interest Form to complete should you be interested in working with us, as well as further information regarding what we may be able to provide director. Please send completed application forms back to essendontheatrecompany@gmail.com and we will be in contact to discuss with you further!

We look forward to hearing from you soon!

Kind regards,

Essendon Theatre Company

ETC Director Guidelines

The ETC committee is committed to supporting Directors during the whole process of casting, production and performing a show. A Production Co-ordinator will be provided by the committee to the director. ETC wants each director along with their cast and crew to have a positive experience working with them and are open to feedback at all times.

ETC is an entirely voluntary committee and, as such, does not have the capacity to provide assistance during the working week. However, support will be available after hours and on the weekends to discuss directors needs and support them.

ETC operates in Moonee Valley City Council premises within the Bradshaw St Community Hall. This is shared with other groups, so we are required to abide by Council guidelines for the use of the hall. No props should be left on stage or block exits with furniture or sets. Generally what is on stage is not interfered with, however, as it is a shared space it cannot be guaranteed that others hall uses may not do so when at the hall.

The majority of ETC productions are performed in Theatre Restaurant Style with table seating and with the audience encouraged to bring their own food and drink. It is the preference of ETC that all production are staged in this manner, however if you wish to propose something different please discuss your vision with the committee.

Role of the Company

The Committee decides on the production dates and offers a season spot to the director.

Directors can expect that the company:

- Nominate a production co-ordinator;
- Will supply scripts;
- Supply audition forms, membership forms and production booklets stating our requirements of cast/crew;
- Have a committee member present at auditions and to greet prospective cast members;
- Establish platforms of communication with production crew and a separate group for communication with the cast for each production (such as on Facebook Messenger or WhatsApp);
- Provide director with a set of production keys to gain access to the hall. These are to be returned to the company upon completion of the production;
- Organise publicity such as posters, mail-outs, web information, emails, newspaper articles, radio stations etc;
- Construct set according to the Director's instructions;
- Ensure that the majority of the set is ready at least 2 weeks before tech rehearsal;
- Supply production budget (\$1500) including petty cash (\$300);
- Organise and pay for rights for the play;
- Organise crew as required or guide the Director's choice of crew
- Supply Technical support (as agreed during production meeting);
- Publish and print the program;
- Manage booking and Front of House;
- Set up appropriate decoration etc for Front of House including headshots for cast.

Role of the Director

Production

- Directors must present their production at a Committee Meeting and be available to attend a couple of meetings during production to discuss their needs;
- Directors must attend a production meeting within a fortnight of casting and provide;
 - A diagram of their set
 - list of any props
 - list of costumes with diagrams / examples if a particular style is required
- Directors may supply crew but the committee must be informed of the crew members roles and credentials and they must become financial members of the company.
 - If ETC is supplying crew we need to know what's required of them;
- Program information is needed at least 3 weeks prior to opening night (cast and crew list can be forwarded as soon as known)
 - The program needs to be proof read and returned within a couple of days or no program can be produced.

Expenses

As the director, the following guidelines should be observed when working with ETC:

- Essendon Theatre Company provides a production budget of \$1,500, \$300 of which may be given as petty cash.
 - Production petty cash (\$300) needs to be reconciled on sheet provided
 - Permission to go over the budget is at the discretion of the committee and any over budget expenditure MUST be approved by the committee prior to committing to additional expenditure.

Set Build

- Set builds are held on Saturdays
- Directors must attend a minimum of 2 set buildings at a time to be arranged;
- Directors should encourage all cast members to attend at least one set building session. For their assistance, they will be offered 2 complimentary tickets for the first week of production which they can offer to family or friends.

Communication

- The Production Coordinator is your direct line of communication to the ETC Committee
- If there is any problem with any part of the production including cast issues, illnesses, inability to attend rehearsal, set or props etc please raise this with the production coordinator.
- If you are having a problem contacting the production coordinator of your show, please speak with the President or Vice-President of the Committee
- Once set up, please use the production communication groups to communicate to production crew and cast (separate groups).

Casting

- Audition dates are set by the Committee. Changes to these must be discussed with the Committee to ascertain if this is able to be accommodated;
- A committee member will be present at auditions and will greet prospective cast members;
 - The Director does not have the right to reject any person who is willing to audition regardless of the reason;

- Pre casting is not an option;
- It is the Director's responsibility to take all queries and questions with regards to auditions;
- The Director will confirm the proposed cast with the Committee prior to making any offers via the production coordinator. The committee will reply to the director with regards to their suggested short list and discuss any concerns they may have should they arise.
- It is the Director's responsibility to contact the people who auditioned and advise if they are successful or not. The committee expects director's to contact unsuccessful auditionees and inform them of this as well as successful auditionees.

Rehearsals

- The director creates the rehearsal schedule which needs to be in place a week after casting and provided to the Committee;
- Rehearsals can be held on Tuesday, Thursday evenings and Sunday (at director's discretion). Rehearsals *cannot* be held on Monday or Wednesday nights as access to the hall at these times is not available;
- A committee member will attend your first rehearsal and provide all cast members with a Production booklet which outlines how ETC operates, what they can expect of the company and what is expected of cast. There is a code of conduct in this booklet which the Director is expected to enforce, or to inform the committee if they are having trouble enforcing it.
- If a committee member is not present at rehearsals it is the director's responsibility to leave the hall as it was when rehearsal began and to lock up all areas of the hall which belong to ETC. The hall itself must be locked after each rehearsal.
- The Director will enforce any current Covid restrictions, including sign in and mask wearing. This will be communicated to director, cast and crew by the production coordinator and is based on Moonee Valley City Council requirements as well as Victorian Government Regulations at the time.
- A tech rehearsal is needed at least a week prior to the production;
- Directors responsibility ends at final dress rehearsal and the responsibility lies with the stage manager;
- Directors are not to interfere with Front of House or Front of House Staff or displays. **Please do not (and ensure your cast does not) take, remove or rearrange any of the Front of House displays without first speaking to the Front of House manager or a committee member.**

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Application to Direct a Play

Director's Details

NAME.....

ADDRESS.....

..... SUBURB..... POSTCODE.....

PHONE /MOBILE NUMBER.....

EMAIL ADDRESS.....

Directing History/Experience

Number of shows directed:

Please list 4 most recent productions directed:

Name of Production	Year	Company
1.
2.
3.
4.

Proposed Production

Please nominate three (3) possible plays you are interested in directing for the company to consider. Please provide copies of scripts with application if available.

Title of Play	Author	Genre
1.
2.
3.

Production Preference

Please nominate your four (4) preferred production seasons from the dates below. All consideration will be given, however, is unable to be guaranteed.

ETC has a seven (7) performance season: 6 evening performances at 8pm (Thursday, Friday and Saturday) and one (1) Sunday matinee performance at 2pm.

2024

Season 1	Season 2	Season 3	Season 4
14 – 23 March 2024	13 – 22 June 2024	5 – 14 September 2024	28 November – 7 December 2024

Preferences:

1. Season Year
2. Season Year
3. Season Year
4. Season Year

Would you be interested in having your production nominated for the VDL Awards?

Yes No

Please return completed form to ETC at essendontheatrecompany@gmail.com