

## ***Assistant Director and Stage Manager Assignment Policy***

Undergraduate Students interested in serving as an Assistant Director or Stage Manager for a University Theatre production should fill out an application available in the front office, 317 Murphy Hall. A timeline giving deadlines for this process will be advertised in the department newsletter. Applications are reviewed and assignments finalized by the Artistic Director in consultation with faculty and staff. Decisions are based on production needs, director's preferences and the judgment of department faculty and staff regarding the best interests of the student. It should be noted that the application process often occurs during the first week of school and often before the audition process. Every attempt will be made to secure Stage Managers and/or Assistant Directors so that Directors have assistance during the audition process, but that may not always be possible. As a rule, Stage Managers will be assigned to a production before Assistant Directors. Exceptions to this rule may be made at the discretion of the Artistic Director.

Graduate Students may be assigned as Assistant Directors or Stage Managers. This work is usually in fulfillment of graduate study credit or to prepare them for directing assignments in the UT. Decisions regarding these assignments are made by the Artistic Director in consultation with directors, the Director of Graduate Studies and/or Head of Design, and technical staff. While these assignments are a necessary part of the graduate program, they should not be allowed to unduly interfere with opportunities for undergraduate students. The Artistic Director will make every effort to provide ample opportunities for undergraduate students to gain valuable experience as Assistant Directors and Stage Managers.

See form "Stage Manager/Assistant Director Application"