

Director

Tiffin Foundation for the Advancement of the Arts - Production Role Description

Classification	Production Staff / Artistic Staff (per production appointment)
Prepared For	TFAA productions, programs, and staged events
Purpose	Stand-alone job description for recruitment, onboarding, contracting, and supervision

Position Title: Director

Reports To: TFAA Executive Director and designated Production Oversight leadership; collaborates directly with Stage Manager, Music Director, Choreographer, designers, crew leads, and cast.

Mission Alignment: TFAA production staff are expected to uphold the organization's commitment to artistic excellence, education, community engagement, collaboration, respect, safety, and responsible stewardship of resources. Each role functions not only as a production assignment, but also as a public-facing representation of TFAA's standards, culture, and mission.

Position Summary

The Director serves as the primary artistic leader of the production and is responsible for shaping, communicating, and executing the full artistic vision of the show from pre-production through strike and post-production evaluation.

The Director leads auditions, casting, rehearsal planning, character and scene work, staging, artistic collaboration, and performance quality control. The Director is also responsible for establishing a rehearsal environment that is professional, respectful, inclusive, efficient, safe, and aligned with TFAA expectations for conduct and public representation.

Primary Responsibilities

- Read, analyze, and interpret the script, score, and source materials in order to develop a clear production concept, storytelling approach, and visual and performance vocabulary for the show.
- Lead all artistic planning conversations related to tone, pacing, character development, world-building, staging priorities, and scene-to-scene storytelling continuity.
- Prepare for and lead auditions, callbacks, and casting conversations in a fair, transparent, and organized manner, ensuring that expectations for rehearsal attendance, tech week, performance dates, and role requirements are communicated before offers are finalized.
- Build and maintain a rehearsal process that moves in a deliberate sequence from table work and concept discussion to blocking, scene work, musical and movement integration, run-throughs, polishing, and performance maintenance.
- Collaborate actively with the Music Director and Choreographer so that music, movement, acting choices, and transitions function as one cohesive production rather than disconnected departments.
- Work in close partnership with the Stage Manager to establish rehearsal calls, identify time-sensitive priorities, communicate scene changes and transition needs, track production progress, and protect participant time through efficient scheduling.
- Set behavioral expectations at the first rehearsal and reinforce them throughout the process, including punctuality, preparation, respectful communication, appropriate use of rehearsal time, and adherence to TFAA safety and conduct standards.
- Identify early any content or staging that requires special protocols, including intimacy, stage combat, weapons, minors, quick changes, elevated platforms, low-light movement, or other physical risk factors, and coordinate those elements through approved procedures.

- Maintain artistic consistency through technical rehearsals and performances by giving clear notes, prioritizing fixes, and protecting cast morale while addressing quality concerns in a timely and professional manner.
- Participate in strike and post-production evaluation, ensuring that artistic materials, borrowed items, notes, and observations are closed out responsibly and that feedback is captured for future improvement.

Qualifications and Experience

- Demonstrated directing experience in theatre, musical theatre, staged readings, or closely related performing arts leadership environments.
- Ability to organize, motivate, and communicate with volunteer and mixed-experience casts while maintaining high standards.
- Strong script analysis, storytelling, rehearsal planning, and collaboration skills.
- Ability to manage artistic ambition within real-world time, space, budget, and staffing constraints.

Schedule, Attendance, and Professional Expectations

- Attend all required auditions, callbacks, production meetings, rehearsal calls for scenes being directed, technical rehearsals, dress rehearsals, and agreed-upon performances.
- Model calm, constructive, mission-aligned leadership and never use humiliation, favoritism, retaliation, intimidation, gossip, or public shaming as management tools.
- Keep production leadership informed of major concerns involving safety, repeated attendance issues, participant conduct, or material budget/staging changes.

Working Conditions

- Primarily evenings and weekends during active production periods.
- Extended periods of standing, moving through rehearsal spaces and backstage areas, and participating in technical and performance environments with changing light and sound conditions.

Acknowledgment

I have reviewed this role description and understand the responsibilities, standards, time commitments, and expectations associated with this position.