

# BNT Director's Pack

To provide the Director with all relevant information for directing a show with Ballarat National Theatre

Updated June 2022

# Contents

<b>Ballarat National Theatre (BNT) Board</b>	3
<b>Director's Duties</b>	3
<b>Budget</b>	4
<b>Casting</b>	5
<b>Rehearsals</b>	5
<b>Production Team</b>	5
<b>Tech Week</b>	6
<b>Set Construction</b>	6
<b>Bump In &amp; Bump Out</b>	6
<b>Performance Week</b>	6
<b>Complimentary Tickets</b>	6
<b>Final Night Cast and Crew Party</b>	6
<b>Lost Property</b>	6
<b>Ballarat National Theatre Code of Conduct</b>	7
<b>APPENDIX</b>	8
<b>1. Monthly Progress Report Sample</b>	8
<b>2. Sample Feedback Letter for Unsuccessful Audition Applicants</b>	8
<b>3. Sample Budget</b>	8

## Ballarat National Theatre (BNT) Board

Email for all correspondence [bltnat.theatre@gmail.com](mailto:bltnat.theatre@gmail.com)

Position	Name	Contact Number
President	Liana Skewes	0407 177 015
Vice President	Shannon Nicholls	0466 374 963
Secretary and Treasurer	Robyn Ashmore	0439 003 619
Board Member	Cathy Adamson	0419 576 345
Board Member	Sue Skewes	0439 341 494

### BNT Board will provide the following

- Packs to the Director, Cast and Crew outlining expectations.
- Assistance to the director in sourcing facilities, people and materials if required.
- Budget of \$4,500.
- Sourcing venue for rehearsals and performances, rights and scripts.
- Audition management.
- Marketing including design.
- Front of house management.
- Ticketing via Her Majesty's Theatre and at the door.
- Bump in and out coordination.
- Access to prop and set stores.
- Insurance cover for volunteers and public liability.

### Director's Duties

- A willingness to work under the broad direction of the BNT Board.
- Comply with BNT policies and procedures, especially the Code of Conduct.
- Be a current Ballarat National Theatre member.
- Casting, including recasting where actors or crew refuse to follow any policies and procedures.
- Provide monthly progress reports to the BNT Board.
- Overall responsibility for delivery of production.
- Comply with all OH&S.
- Rehearsal management.
- Work with BNT Marketing to create a vision for the production and review marketing material as requested.
- Director's Notes for the program; a sample can be provided upon request.
- Provide a biography and a portrait photograph for marketing.
- Meet timelines, including tech week, no preview performances and five to seven shows as arranged with the BNT Board.
- Have a current Working with Children Check where applicable.

## Budget

Each production is given a budget of \$4,500. This is a fixed amount and is not adjusted according to ticket sales.

This amount is expected to cover:

- Rights.
- Marketing, including program printing.
- Audition, rehearsal and performance venue hire.
- Set construction.
- Props.
- Costumes.
- Front of House decoration.
- Lighting and sound.
- Scripts.
- Directors out of pocket expenses for above items.

Once the amount for rights, scripts, venue hire and marketing have been allocated, the remainder of the budget can be divided up however the director wishes. You may ask for the previous play's budget as a guide to help distribute funds. See Appendix 3 for a sample budget layout.

Where a director wants to spend more than their budgetary allowance they must submit a detailed request to the BNT Board prior to spending, to enable a decision to be made whether the expenditure will be approved. It should not be assumed that approval will be given.

Any individual expense over \$500 must go to the BNT Board for approval prior to purchase. For example: carpet valued at \$600 must be approved first regardless of if it falls within budget allowance.

The BNT Board need to be made aware prior to entering into an agreement for the hire, lease or purchase of goods and services.

The budget does not cover:

- Catering for any rehearsals
- Stationery extras—pencils, clipboards, folders
- Petrol
- Flowers/gifts

It is expected that each production will have a Production Manager, who will be in charge of the production expenditure. Where there isn't a Production Manager a BNT Board Member will be nominated.

There are accounts at G. Gay & Co and Hammonds Paints which are available for use with the approval of the BNT Board Executive (President, Vice-President, Secretary and Treasurer) Often set, props and costume can be sourced from actors, op shops, BLOC (costume hire is free), our members (we can ask via Facebook or email), BCMA, or already be in storage. If in doubt, it's better to ask than to buy.

## **Casting**

BNT retains the right to refuse any person's participation in a production.

A director is required to run auditions to broaden the base of participation in the community and act as a first step for getting word out about the show.

The BNT Board will arrange auditions as per the specifications of the director.

The BNT Board will:

- Advertise.
- Book a venue where required.
- Provide a list of auditionees to the director.
- Provide audition forms.

Auditionees will:

- Be prepared to become a BNT member.
- Comply with all BNT policies and procedures.
- Fulfil obligations as articulated in the Actor's Pack.
- Have a current Working with Children Check, where applicable.

The director will:

- Provide dates and times and time allocation required for each audition.
- Ensure all those who audition are informed whether or not they have been successful and provide a complete list of actors and their success to the BNT Board. A sample letter is available in the appendix.
- Return audition forms to the Secretary.

## **Rehearsals**

- Follow the facility usage guidelines.
- Ensure that facilities are left in a clean and organised state.
- Ensure reasonable breaks during long rehearsals.
- Only those people who have been involved in the production in some way may sit in the audience during a rehearsal.

## **Production Team**

A BNT production team generally consists of the following:

- Production Manager (PM)
- Set Designer
- Set Builder
- Lighting Designer
- Lighting Operator
- Costume Coordinator
- Props Coordinator
- Stage Manager
- Bump in/out crew
- Sound Design
- Sound Operator
- Photographer

Consider the following if the production requires, or to offer opportunities for work experience:

- Assistant Director
- Assistant Stage Manager
- Stage Hand

Advise the BNT Board where crew is still required as soon as possible.

## **Tech Week**

The director or the PM will need to factor in headshots & rehearsal photos to be taken by an approved BNT photographer. An example of “usual” tech week:

- Day 1 - Bump In: construct set, bring in props, costumes, decorate front-of-house
- Day 2 - Hang and focus lights
- Day 3 - Plotting lights
- Day 4 - Tech Act One
- Day 5 - Tech Act Two (often the night for headshots)
- Day 6 - First Dress Rehearsal (often the night for stage photos)
- Day 7 - Second Dress Rehearsal
- Day 8 - Opening Night Performance 7.30 pm

## **Set Construction**

All work must comply with OH&S legislation. Please discuss your set requirements with the BNT Board as we have limited resources and transportation.

## **Bump In & Bump Out**

All the cast and crew are required to assist with Bump In and Bump Out. This is BNT policy and is not up to the discretion of the director.

## **Performance Week**

BNT donates all or part of the funds raised from one performance to Her Majesty's Theatre per production.

## **Complimentary Tickets**

The director may request an allocation of complimentary tickets for those people who have contributed time, money, expertise or items to the production. The distribution of these tickets will be arranged with the Front of House Manager.

Usually cast and crew of the previous theatrical show receive a complimentary ticket to the next show.

## **Final Night Cast and Crew Party**

This is up to the cast and crew to decide and organise.

## **Lost Property**

For articles left in the theatre after bump out contact the BNT Board.

This Code of Conduct is designed to explain Ballarat National Theatre's expectations as to how members and volunteers must conduct themselves while involved in the activities of the company. By following this Code of Conduct your reputation and the reputation of Ballarat National Theatre will be protected.

The goal of this Code of Conduct is to ensure that all members and volunteers are treated equally and with respect, in a safe and enjoyable environment and that all persons contributing to the success of Ballarat National Theatre act with dignity, honesty and integrity.

Every member and volunteer of Ballarat National Theatre is expected to perform her/his role in accordance with this Code of Conduct.

- Treat everyone with dignity and courtesy; we are all in this together
- Be fair, considerate and honest in all dealings with others
- Refrain from any behaviour which may bring Ballarat National Theatre into disrepute
- Abide with the code of conduct and/or conditions of use of the venue being used.
- Participate for the enjoyment you will receive
- Take reasonable care at all times so your actions do not risk your health and safety or that of others
- Illegal drugs are not to be consumed by members or volunteers while performing duties with Ballarat National Theatre.
- Alcohol may be consumed to the extent it does not affect the comfort, safety or performance of any member or volunteer nor harm the reputation of Ballarat National Theatre.
- Anyone exhibiting signs of being intoxicated or under the influence of alcohol, or an illegal or prohibited drug will be prevented from commencing, recommencing or continuing their activity.

Ballarat National Theatre will not tolerate discrimination, sexual harassment and bullying. Members and volunteers are expected to respect the rights, dignity and worth of others regardless of gender, sexual orientation, ability, cultural background or religion or of their physical or psychological disabilities.

Ballarat National Theatre requires that anyone working with children on their behalf will have passed a Victorian Working with Children Check. Proof of WCC is to be supplied to the BNT Board. Anyone is defined as every person over the age of 18 years of age and includes parents of other children who are present for their own children's supervision.

This document is not designed to be exhaustive, but all involved in Ballarat National Theatre activities are expected to uphold both the letter and spirit of the Code.

### **Grievance Procedure**

If anyone feels they have been discriminated against, bullied or harassed in any way they should immediately contact the President of the Board for immediate and confidential assistance.

The management of Ballarat National Theatre is committed to uphold both the letter and spirit of this Code and the mediation and resolution of any grievance in an expeditious manner. Where it is not possible to resolve the dispute within the BNT organisation, it will be referred to the Dispute Settlement Centre of Victoria.

*Please acknowledge that you have read and agree to the Code of Conduct by completing the online form here: [https://docs.google.com/forms/d/e/1FAIpQLSdtX3d5hgV46nrq4Ep6-DdHaqBTchkGszp6l-qHRE1qRTIJNg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdtX3d5hgV46nrq4Ep6-DdHaqBTchkGszp6l-qHRE1qRTIJNg/viewform?usp=sf_link)*

## APPENDIX

### 1. Monthly Progress Report Sample

What has been accomplished in the last month:

- Costume
- Props
- Set
- Rehearsals
- Sound
- Lighting

Issues and Concerns - Do you need more volunteers / money? Is a particular item proving more difficult to find? Are you having any difficulties with cast or crew? Do you have any specific marketing ideas?

### 2. Sample Feedback Letter for Unsuccessful Audition Applicants

Dear,

After much consideration the final cast has been decided. Unfortunately, on this occasion, you were not successful.

We hope to see you at future auditions.

### 3. Sample Budget

Production A
Rights (estimated)
Script (hire and printing)
Props and costumes
Marketing
Set construction
Programmes
Lighting
Photography
Theatre Hire



Front of House
Total expenses