



GUEST DIRECTOR APPLICATION

Name: _____

Address: _____

City _____ State _____ Zip _____

Cell _____ E-mail _____

Prior theatre experience: (Attached resume) _____

Specific Show Title: _____

Specific Calendar Slot: _____

Briefly describe your directing approach plans for this show:

What staffing of additional support personnel do you require: (i.e. music director, choreographer or volunteer positions such as Stage Manager, dressers, etc.

How do you see your suggested title in the context of MLT's season? _____

Anything else you'd like us to know: _____



APPLICATION FOR GUEST DIRECTOR AT MACON LITTLE THEATRE

- 1) *All Guest Directors must agree to the policies of Macon Little Theatre.*
- 2) *All Guest Directors must be vaccinated and support the masking policy in place at the time of their production.*
- 3) *All applicants must have prior relevant theatrical experience. Please attach to this application resume with three references, along with any other support documentation.*
- 4) *All applicants should choose either to connect their application to a specific show title or connect the application to a calendar slot in the season.*
- 5) *All applicants should “pitch” a complete approach to the selected production or production slot. List additional requirements of staffing, production design, overall vision and any additional considerations which help define the approach.*
- 6) *All applicants should include a draft rehearsal schedule.*

All applications will be reviewed by the MLT Artistic Director in consultation with the MLT Production Committee. Final decision rests with the MLT Board of Directors.

I agree to the stipulations listed above and, if chosen, agree to abide by MLT policies in my preparation, rehearsal, and production process.

Signature of Applicant

Date



FAQ for applicants:

- 1) **What happens now?** Your application will be reviewed by our Artistic Director, then forwarded to the Production Committee and finally passed to the full Board of Directors.
- 2) **What are the specific duties of a Guest Director?** Among other things, Guest Directors will a) meet & communicate regularly with the Artistic Director on topics from scheduling, to production elements, to facility safety and management; b) handling of safety and management of the building, un-lock and lock-up procedures and safe use of all items during rehearsals; c) responsibility for all fixtures and provisions belonging to MLT and the management and use of these items in a responsible fashion; d) immediate communication regarding injuries, accidents or problems that occur at any point during the Guest Director's employment time frame.
- 3) **What is the overall expectation of the MLT Board?** The vision of MLT is that all persons volunteering in any capacity with the theatre feel welcome, appreciated, and respected. This includes their time on the physical campus and their treatment both in person and in writing. Guest Directors should remember that during their production, they too, represent the theatre both in person, in writing, in the media and on social platforms. The Board hopes to always project a strong artistic and positive, supportive arts environment.
- 4) **Payment and taxes** Paid positions in connection with Macon Little Theatre will be negotiated ahead of final employment decisions and agreed to between parties. All taxes are the responsibility of the person hired to fulfil the guest position. All tax information including social security number and physical mailing address are due at the time of signing. MLT agrees to file 1099 forms for qualifying hires.