



Guidelines & Application Process for Directing for EHOS

Welcome! Hopefully you are reading this because you would like to be considered to direct a production for EHOS.

Below you will find a breakdown of the process of applying to direct for EHOS as well as an explanation of our requirements and Society Guidelines.

What is a Director?

The director has responsibility for the overall practical and creative interpretation of a dramatic script and/or musical score.

They are involved in the whole production process, from the design and pre-production stages, right through to the final performance.

Directors work closely with their creative and production teams, the performers and the producer (EHOS) to create a production which connects with the audience. They therefore need to be able to coordinate effectively across a range of disciplines and with artistic vision.

At EHOS we contract our directors on a freelance, show by show basis from the planning and rehearsal period through to the final performance.

The Selection Process

The EHOS Committee are duly appointed representatives of EHOS and as such are responsible for selecting and co-ordinating the Production Team for each of our shows.

Once the license for a production has been acquired, and usually about 18 months before the performance date, the Committee will publicise the available positions on the Principle Production Team.

The Principle Production Team comprises:

- Director
- Assistant Director (if applicable)
- Musical Director (if applicable)
- Chorographer (if applicable)

The Committee will then invite suitable applicants who meet our 'Experience Guidelines' to present their ideas (*Referred to as their 'Pitch'*)

Experience Guidelines

To be considered as a Director for EHOS you will need to be a fully paid up member of the Society.

You will also need to fulfil one, or both of the following criteria:

1. Ideally you will be able to demonstrate a reputation and previous experience as a Director, either with EHOS or with another amateur or professional Theatre Company, for a minimum of three individual productions.
2. A degree or formal education in or around the performing Arts, ideally with a focus on Directing and/or Producing. This is not essential, although for obvious reasons would be extremely beneficial.

We are a Society that is driven by our members and as such we pride ourselves on recognising and nurturing the talent of our community, however we have a responsibility to produce the best possible Production for our Members & audiences.

Everyone needs to start somewhere, so if you lack formal training and/or Director credits but would like to Direct you may be eligible if:



1. You will have been a fully paid up member of EHOS for a minimum of two years and will have performed in four or more EHOS productions where you will have demonstrated a reputation and experience as a performer and/or as part of Production Teams.
2. You have worked with EHOS or with another amateur or professional Theatre Company in the capacity as an Assistant Director, Producer or Chorographer.

NB: If necessary the EHOS Committee reserve the right to make amendments to these Guidelines providing the amendments are approved by a majority of eligible voting members of the committee.

Committee Members

If an existing member of the EHOS Committee wishes to be considered as a Director they will be required to 'Pitch' the rest of the Committee & their selection will still be made by means of a majority vote of eligible voting members.

However, if a majority are satisfied with the Committee Members 'Pitch' the decision can be taken not to invite anyone else to 'Pitch'.

The Directors Responsibilities

As Director, you will be contracted by the EHOS Committee who head the Society and who will act as Producers of the given production.

Specific tasks can vary depending on the production you are being contracted for, however the standard responsibilities are:

- Work with the Committee to recommend and select additional members of the Principle Production Team. *NB: Although we encourage our Directors to make recommendations on other members of the Production Team, the final selections will be made by the EHOS Committee by means of a majority vote of eligible members of the committee.*
- Work with the Production Team to deliver a clear creative interpretation or 'vision' of the production. This can, and if possible should include input on creative material such as logo, flyer & posters as well as general 'branding' of the production. *NB: The Director will adhere to all performance regulations and copyright restrictions stipulated by the License Holder and will not make any changes to the script, libretto or music without permission.*
- Work with the Committee & Production Team to finalise the Audition material & Audition process a minimum 6 weeks before the planned 'Get Together' / 'Read Through'.
- Work with the Production Team to deliver an initial rehearsal schedule a minimum 6 weeks before the planned 'Get Together' / 'Read Through'.
- Under the assistance and guidance of a Committee Representative, conduct the auditions to produce the best possible cast for the Production. *(A copy of the Society Audition Rules is available on Request)*
- Work with the Cast to deliver a clear creative interpretation or 'vision' of the production.
- Manage rehearsal time effectively and efficiently to ensure it is a fun and enjoyable experience for all involved in the Production
- Regularly feed back to the Committee, either through your Committee Representative or in person at Committee Meeting, the progress of the Production so any issues can be quickly and correctly addressed and resolved.
- Attend regular production meetings with production team(s).
- Helping to publicise the production by providing suggestions of promotional activity to aid ticket sales. *NB The Director understands that recording and mechanical reproduction of all protected musical works needs to be licensed by the copyright owner irrespective of the manner or purpose for which the recording is made.*
- Actively encourage and promote tickets sales of the Production.
- Use the 'Directors Checklist' to guide you through the process.
- Enjoy the experience!



Our Responsibilities

As the Producers of all EHOS productions, the EHOS Committee will provide the following support & help to Directors:

- As the Producer, the EHOS Committee will ensure that we hold the legal rights to the Production in question and we will be responsible for the payment of any fees or royalties that are required.
- The EHOS Committee, under the guidance of the Treasurer will produce an individual Budget for each Production. The total budget amount is always set to make a £500 profit and is based on the average tickets sales of the previous 4 EHOS productions plus any guaranteed income from items such as Show Fees.
- Certain Budget items are fixed costs and as such cannot be amended. The remaining Budget is allocated across areas such as costumes, props, set, lighting & sound.
- The Director can request that budget is redirected from one heading to another to best fulfil their creative vision, however the total expenditure for a Production cannot exceed the approved Budget.
- Any amendments to the Budget must be approved by the EHOS Committee by means of a majority vote of eligible members of the committee.
- Additional Budget can be obtained by means of Fund Raising activity's or Social Events.
- The EHOS Social Secretary will ensure that a minimum of one Fund Raising activity is organised during the rehearsal period, however others can be suggested and organised if required.
- Any money raised is considered additional Budget therefore should not be spend or allocated until after the event has taken place and with prior arrangement with the EHOS Committee.
- All Directors will be appointed a '*Committee Representative*' who will act as a liaison between the Director, Production Team & EHOS Committee. The Committee Representative main responsibilities are:
 - To help the Director put together the reaming members of the Creative & Technical Teams.
 - To co-ordinate the Production and allow the Director to focus on achieving their Creative vision.
 - To chair the Audition Panel to ensure the casting of the show is conducted in accordance with the Society's rules of conduct.
 - To co-ordinate bookings of Rehearsal locations & times.
 - To provide the Director with a 'Directors Checklist' to guide them through the process.
 - To assist however possible with the smooth running of the rehearsal period & Show Week.
- The EHOS Committee will produce a marketing plan for the Production to maximise exposure & generate revenue in the form of ticket sales.
- If required, the EHOS Committee will assist the Director with conflict resolution and the management of the Cast & Society members to ensure they are following the EHOS Membership Code of Conduct (*a copy of this is available on request*).
- The EHOS Committee will take any measure them deem necessary to safeguard the quality of the Production and the reputation of the Society.
- Within reason, the EHOS Committee will do everything they can to ensure the Director enjoys the experience!

Expenses

As a non-profit making organisation we do not pay a fixed salary, however the Committee may agree a fixed sum for Expenses incurred by the Director in respect of their time & creative input.

- Directors may negotiate their own Expenses but these must be approved in advance of any work undertaken by the Director.
- Expenses are payable to the Director by EHOS no later than the final performance of the contracted production in the form of a personal cheque made payable to the Director.
- All expenses are agreed as a Gross figure; any deductions are the replaceability of the Director.
- Without prejudice to its other rights and remedies, EHOS reserves the right to make no payment, or to make part payment, in respect of any services of a standard below that which the EHOS may reasonably expect or if the Director fails to complete the Production.



- The Director and EHOS acknowledge that it is intended that the Director is a self-employed person. Nothing in this agreement shall render the Director an employee, agent or partner of EHOS, and the Director shall not hold himself out as such.
- The Director will be solely liable for the payment of any tax or social security contributions payable on any expenses paid to them by EHOS arising in consequence of the agreement.

The 'Pitch'

Once the EHOS Committee have a list of qualifying applicants we will arrange a date for each person to present their 'Pitch'; this will usually be a weekday evening but may be across multiple dates depending on interest and availability.

It is very informal and usual held at the home of one of the Committee Members. You will be allocated a time and a 30-minute slot to present your interpretation of the Production, your artistic vision and answer any questions members of the committee may have.

Once all the Pitches have been heard the final selection will be made by means of a majority vote of eligible members voting members of the EHOS committee. In the instance of a split decision the casting vote will be giving to the EHOS Chairman.

All applicants will be contacted in person by a member of the EHOS Committee within 4 days of the final Pitch to be given feedback on their Pitch, usually by the EHOS Chairman.

The successful applicant will be asked to sign a copy of the 'EHOS Directors Contact' and briefed in more detail by a member of the EHOS Committee regarding their responsibilities & the Society's expectations; we can then start the planning of the Production!

Advice for the 'Pitch'

You will be given a 30-minute slot to present your ideas for the Production. The aim is that you use this time to explain your creative interpretation or 'vision' of the production.

During or after your Pitch we may ask you questions or ask you to elaborate on points you have made, but also feel free to ask us any back!

The actual Pitch is very informal. We don't expect PowerPoint presentations or colourful handouts, but if you feel they will help you to present your idea then you are more than welcome to use them.

What we are really interested in is you as a person; what can you bring to the Production and the Cast that others won't or can't?

In the past, some people have dressed in costume, played excerpts from Sound tracks and shown videos; it gives us a glimpse of you as a person and what makes you tick.

There is no right or wrong way to present your Pitch, it's about what makes you comfortable. In the past, the best Pitches we have seen have been those that have been honest, sincere and have come from the heart. Ultimately if you can convey your passion for a project, that excitement will spread throughout the Production Team into the cast and onto the stage and that is what we are looking for – the best possible production for the audiences and members.

To help you formulate your ideas here are a few points for you to think about. You don't have to include them all in your Pitch, this is more to get the creative juices flowing!

- Directors tell stories; what is your story? What is your theatrical background? What have you done in the past? What's your experience?
- Why this production? What does this project mean to you? How can you relate to it? Why do you relate to it?
- Do you know the production well? Do you have a strong bias about it? Do you want to recreate that? Reject it? Modify it? Or do something else?



- How do the historical setting of the story (or the writing and language of the show) and the location effect your ideas about it?
- Are you reminded of any works of art, culture or fiction? Did any works of art, popular culture, literature, TV, film, etc. come to mind as you read, listened or watched?
- Fill your head with photographs, videos, advertisements or paintings from the time, and any other visual information you can gather that may inspire you and help you and your Production team stage the Production and explain your vision.
- So many scripts are based on plays, novels, films and actual events; have you looked at the original source material? Did it inspire you? Why?
- Are there any strong themes or elements of the Production that you feel are important? Is there an obvious or hidden sub-text to the Production? Whose story is this?
- What does the world of this production “feel” like to you?
- What does this world “look” like to you?
- Do any strong staging images or elements stand out? Do you imagine any specific scenic elements? Is this an architectural world, a natural world, fragmented scenery or highly realistic? How would you light it? How would you costume it? Colours, shapes, textures, lighting qualities?

Thank you for taking the time to read this.

If you any more questions of would like to clarify anything in this document then please feel free to email us at committee@ehos.co.uk.

Kind Regards,

The EHOS Committee