Dear \_\_\_,

Congratulations on being selected as Senior Student Director for the \_\_\_\_\_\_\_\_\_\_ academic year! This document serves as your contract with the Department of Theater and is designed to make this the best possible educational experience for you.

Directing is a privilege, not a right, and with privileges come responsibilities. As director of the spring Haugen production for the St. Olaf College Theater, your primary responsibilities are:

• To provide the Theater Department with a completed copy of the script prior to beginning rehearsals.

• To not pre-cast the show and make every effort to ensure fairness in the audition process.

• To hold fair and well-run auditions on campus at the beginning of Semester II. *Off-campus or Skype, FaceTime or other remote auditions are not permitted.*

• To prepare a production budget and submit weekly budget-expense summaries to the Department Chair and Technical Director.

• To assemble a cast of currently-enrolled St. Olaf students, and work only with currently-employed St. Olaf faculty and staff on the production.

• To conduct yourself at all times as a representative of the Theater Department and St. Olaf College in communicating respectfully with the cast, crew, faculty and staff, audience and members of the St. Olaf community, in general.

• To work closely with a member of the Theater Department.  Many previous student directors have elected to take this as an independent study or independent research class and you are encouraged to do so.

At the discretion of the Theater Department and St. Olaf College, failure to uphold one or more of these responsibilities may result in removal of your directing privileges and cancellation of the spring Haugen production.

Your signature acknowledges that you accept these responsibilities and agree to fulfill them.

Signed Date