

Thank you for your interest in Directing a show for the Albright Theatre!

Please email your submission to info@albrighttheatre.com with the title of the show and “Director Submission” in the subject line.

Your submission must include all the following to be considered:

- **Your name, contact phone and email address**
- **Title of the show**
- **Your overall vision for the show**
Please include mood, tone, time period, setting, etc. Please let us know if you plan to set the show in a different time period or setting than called for in the script.
- **Set**
Please include descriptions of any special set items including: structures, large pieces or custom pieces and if multiple sets are required. Include a sketch, if possible.
- **Costumes**
Please confirm the time period. Include details for special wardrobe pieces or accessories (period pieces, custom pieces, etc.).
- **Props**
Please include details for any special, period or custom props needed.
- **Budget**
Please provide an estimated budget including set construction and dressing, props, costumes, etc. for consideration. Maximum budget is \$500 per show. We have tools and some basic materials available for use. Anything purchased specifically for your show will be deducted from your approved budget. All budgets are set by the Board of Directors. We understand that there are shows that require special items and may require special consideration.
- **Effects**
Please include your vision for lights and sound design. The Albright Theatre Board of Directors will help you achieve your lights/sound vision by setting and programming your lights/sound and can also assist finding a lights/sound operator if you do not have someone in mind that is qualified and available. We can also provide training on our operating system for whomever you choose to run your lights/sound.
- **Resume**
Please either attach your resume to your submission or include your theater/Directing experience.
- **Crew**
Directors are ultimately responsible for staffing their necessary crew for the show, including Stage Manager(s), Light/Sound program operator, stagehands, etc. Please let us know what staff your show will require, your plan to staff that crew and whether you will require any assistance in staffing.

Show us your vision! Please feel free to include photos, sketches or links to Pinterest Boards in your submission.

The Albright Theatre is a 501(c)3, Not-For-Profit organization that relies upon volunteers. We do not compensate Directors or Crew.

A member of the Albright Theatre Board of Directors will be assigned to Produce each show. The Producer will act as liaison between the Director and the Board of Directors and is there to assist with theater guidelines and to ensure that each you have all the tools required to stage a successful production.

Auditions will be held at the Albright Theater and typically consist of cold-reads from the script. The Director is responsible for choosing and providing Sides for the auditions. Auditions will be publicized by The Albright Theatre on a variety of web and social media sites.

Rehearsal schedules will be based on cast conflicts and the availability of the theater space.

The Albright Theatre does not employ a Set Crew. Set design, building and dressing is ultimately the responsibility of the director, cast and crew. Directors will coordinate Set Builds with our Facilitates and Technical Manager. Set Builds are typically held on Saturdays at 10am. No work of any kind may be done in the space before 5pm on any given weekday.

The Albright Theatre Board of Directors will review all Director submissions and will choose each director by Board vote. We reserve the right to seek directors outside of Director submissions that are received if necessary.

If you have any questions, please contact us at info@albrighttheatre.com.

Thank you again for your interest!

Sincerely,
The Albright Theatre Board of Directors