

# 2023-2024 Season Proposal



The Selma Arts Council would like to welcome aspiring directors to apply for a spot on our 2022/2023 season lineup. The Selma Arts Center is a hub of opportunities for directors and artists and we are looking to fill our next season with work that meets the diverse desires of our community while reflecting the values of the Selma Arts Center. Please review the criteria listed below for information on submitting your desired play or musical.

Please fill out our online [2023-2024 Season Production Proposal](#) form. The information you need for your proposal is detailed in this packet.

## Don't have a proposal but want to be part of the Production Team?

We are looking for Directors, Stage Managers, Designers and Crew for our 2023/2024 Season. Please submit a [Production Team Application](#) Only and we will be in contact with you.

### Proposal Criteria

**Director Experience:** You will be asked to include your experience in Directing. Please list all directing and/or performance experience, theater related skills, training, school credits, and other relevant information. Please feel free to upload a resume.

**Director's Guide and Contract:** Every director will be required to sign a *Director's Guide and Contract* agreeing to the responsibilities and safety protocols put forth by SAC. Be sure to read the agreement listed below before submitting.

### **Production Proposals:**

- **Show Synopsis:** A brief summary of the plot, characters, actor age ranges, historical significance, audience rating (G, PG, PG-13), and an explanation of how you believe it fits with the ethos of Selma Arts Center.
- **Design Concept:** Set design ideas, Costume concept, lighting/ projection specialties, dance level (minimal, mild, difficult), etc. Please include example images or sketches of your design concepts.
- **Production Crew:** Stage manager, Choreographer, Music Director, Costumer, Set/Lighting/Sound Design. Please include a production crew list of members and designers you plan on bringing on board with you for the production. If you are in need of production staff, the Selma Arts Center has regular members available to you as well as applications on retainer and can connect you a production crew if needed.
- **Budget:** A standard budget with pre-approved staff stipends will be provided for both play and musical.  
Typical Play Budget - \$8,000-\$10,000    Typical Musical Budget \$15,000 - \$18,000  
You will be asked to submit the provided workable budget with an estimate of anticipated expenses, including:
  - Performance Rights
  - Additional Staffing
  - Set Supplies/ Rentals
  - Costume Supplies/ Rentals
  - Props Supplies / Rentals

### **\*\*\*BUDGET BREAKDOWNS**

SMALL - \$8-10k budget. Typical budget for a play (non-musical production). Should be used for "stripped down" productions or smaller revenue productions that do not require many set pieces or expensive costumes. Think shows like SAC Teen, SAC's 35mm, *Wait Until Dark*, *A Mid-Summer Nights Dream*, *Curious Incident of the Dog in the Night Time*.

MEDIUM - up to \$15k budget. Typical budget for a small to mid-sized musical production. Sets should be kept to one unit piece and costumes should be kept minimal. Option to use a small band of up to 10 members. Think SAC's *Zoot Suit*, *Be More Chill*, *Cabaret*, *Heathers*, *Spring Awakening*.

LARGE - up to \$18k budget. Typical budget for a musical considered to be a blockbuster or family show that requires many set pieces, custom or rented costumes, and heavy tech. Musical tracks are usually a must for these titles. Think SAC's *The Little Mermaid*, *Bring It On*, *The Hunchback of Norte Dame*, *A Gentleman's Guide to Love and Murder*, *In the Heights*

**Note: Ticket sales alone will not cover costs. Please give other ways to cover costs including sponsorship or fundraising ideas. A Producer will be provided to help manage the budget and help with fundraising.**

The Selma Arts Council sponsors all SACTeen and SAC Productions. One member of the Selma Arts Council will be assigned to act as a producer, or co-producer, on the production. Producers will support the production by overseeing the budget, organizing fundraising and marketing, and providing guidance relative to the best interest of the Selma Arts Center. Producer and Director Responsibilities are detailed in the SAC Production Guide.

For questions or to receive the workable production budget form please contact  
Arts Center Supervisor **Nicolette C. Andersen** [nicolettea@cityofselma.com](mailto:nicolettea@cityofselma.com)  
Office (559) 891-2238 Fax (559) 891-1420  
1935 High St, Selma Ca 93662 / SelmaArtsCenter.com



## Director's Guide and Contract

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Selma Arts Center  
Director's Guide and Contract

### I. Director's Responsibilities

The director oversees the preparation and performance of live theatre productions and is responsible for the following tasks:

- Leading auditions and casting actors
- Assembling and overseeing the production team
- Providing design directives
- Leading rehearsals, which also includes:
  - Leading read-throughs of the script
  - Organizing the blocking to tell actors where to move in each scene
  - Breaking down scenes to develop characterizations
- Managing the production schedule
- Maintaining communication with the stage manager
- Scheduling cues for lighting and sound teams
- Overseeing full runs of the show to make adjustments before opening
- Attending shows to take notes on how the actor might improve for the next performance.

The director supplies a unifying understanding of the text and particular vision for the production.

### II. Use of the Facility

Use of the facility is strictly reserved for rehearsals directly related to the production and announced on your rehearsal schedule. Any additional rehearsals must be cleared with the Arts Center calendar prior to being announced to the cast and crew.

When scheduling dates and times to hold auditions to cast the production, the director will work closely with the Arts Center Supervisor and the production's stage manager to use the Arts Center for auditions.

The director will receive a key to the Arts Center and a temporary alarm access code for the duration of the production. The director will not duplicate the key, share key and/or access code with members of the cast or people who are not associated with the show. The key will be turned in immediately after striking the set or at a time deemed appropriate by the Arts Council.

No part of the theatre can be loaned out to outside groups while the director is in possession of the key and code without first clearing it with the Arts Center and with the Arts Council.

There is absolutely no food allowed in the house. No exceptions. Cast and crew are allowed to drink water from sealed containers when in the theatre, but no other beverages are allowed in the house.

### III. Budget and Financial Responsibilities

The director should state their desired budget breakdown/range (small, medium, or large\*\*\*) prior to submitting interest in the production to the Arts Council. The director will collaborate with the Producer and the Arts Center Supervisor on the working budget for the production, which will later be adjusted, finalized, and approved by the Selma Arts Council. A Workable Budget form can be procured by contacting Nicolette C. Andersen [nicolettea@cityofselma.com](mailto:nicolettea@cityofselma.com).

NOTE: Upon the approval of the Selma Arts Council, a director may choose to supplement a payment to a member of their production team with funds raised through sponsorship and/or fundraising. They may also choose to pay a production team member not accounted for by the Selma Arts Council.

The director will work closely with the producer to maintain a firm grasp on the budget without exceeding funds provided by the Arts Council. The main goal of the working budget is to produce programming that will pay production fees to the theatre and other vendors and to generate income for future programming.

Most expenses should be made through the Selma Arts Center and Arts Center Supervisor. Any expense(s) that the director incurs must be documented on a receipt and submitted to the Arts Center Supervisor as soon as possible. Cast members are not allowed to submit individual expenses without consent from the director.

#### \*\*\*BUDGET BREAKDOWNS

**SMALL** - \$8-10k budget. Typical budget for a play (non-musical production). Should be used for "stripped down" productions or readings that do not require many set pieces or expensive costumes. Think shows like SAC's *35mm*, *SAC Originals*, *Honk!*

**MEDIUM** - up to \$15k budget. Typical budget for a small to mid-sized musical production. Sets should be kept to one unit piece and costumes should be kept minimal. Option to use a small band of up to 10 members.

Think SAC's *Mr. Burns*, *Cabaret*, *Heathers*, *Spring Awakening*, *Be More Chill*, *Wait Until Dark*, *Curious Incident*

**LARGE** - up to \$18k budget. Typical budget for a musical considered to be a blockbuster or family show that requires many set pieces, custom or rented costumes, and heavy tech. Musical tracks are usually a must for these titles. Think SAC's *The Little Mermaid*, *Bring It On*, *The Hunchback of Norte Dame*, *A Gentleman's Guide to Love and Murder*, *In the Heights*

### IV. Other Responsibilities

There is no pre-assembled "in house" technical staff, so it is the director's responsibility to assemble their own team, which includes but is not limited to: stage manager and stage crew, producer, costumer, lighting engineer, sound engineer, marketing and promotions, set designer, construction crew, etc. Certainly, members of the Arts Council can offer help and advice, but the director shall not assume that a production team will be provided for them.

Director has access to costumes and props owned by the Arts Center, but in order to assure costumes and props from other productions in progress are not lost/moved/claimed, they must schedule a time to peruse the inventory with the Arts Center Staff.

The director works with the Marketing Team for the Selma Arts Center to provide the information in the table below to help them create the show program and promote the show to the public and on our social media platforms.

Promotional Materials Needed	Deadline Dates
Execution of promotional photo shoot	1 month prior to the production tech week
Show rider and publishing credits	2 weeks prior to the production tech week
Full up-to-date cast list, including and understudies, swings, pit singers, etc	2 weeks prior to the production tech week
<ul style="list-style-type: none"> <li>• Musical numbers and/or scenes</li> <li>• Setting, if appropriate</li> <li>• Running time</li> </ul>	2 weeks prior to the production tech week
Ads/Sponsors	2 weeks prior to the production tech week
<ul style="list-style-type: none"> <li>• Full cast bio via submission link</li> <li>• Full production team and crew credits</li> <li>• Full production team and crew bios</li> </ul>	2 weeks prior to the production tech week
<ul style="list-style-type: none"> <li>• Director's note</li> <li>• Director's signature</li> <li>• Thank you's</li> </ul>	2 weeks prior to the production tech week
Rehearsal/promo photos	2 weeks prior to the production tech week

Promotional photo shoots are normally executed one month prior to the opening performance. This will require costumes, photographer, makeup & hair, talent, and a concept to be discussed and approved by the Marketing Team.

New directors will be paired with a senior director if the Selma Arts Council believes they need mentorship and experience before undertaking their own production. Additionally, one member of the Selma Arts Council will be asked to serve as Producer on any project in order to secure the financial interests of the investors as well as the integrity of the company.

By signing this document, I acknowledge receipt of this Director's Guide and Contract for the Selma Arts Center, and agree to comply with the regulations set forth within the document. I understand that any refusal to follow said guidelines will be brought to the attention of the Selma Arts Council and handled at their discretion. Refusal to follow guidelines or to submit a signed contract can result in the dissolution of the relationship between the Selma Arts Center and the undersigned.