

DIRECTORS' GUILD OF GREAT BRITAIN

GUIDELINES FOR WORKING WITH AN ASSISTANT DIRECTOR

At the request of assistant directors who are also members of the DGGB, we have been asked to put together some advice and guidelines that directors and producers may want to consider when thinking about working with an assistant director; and questions that an assistant director may want to ask a director before starting work together.

Directors see their working relationship with assistant directors in a variety of ways and these guidelines are designed to give focus as to how your particular production can best utilise an assistant director.

You are under no obligation to adhere to these guidelines, some of which may be to you common sense, but we hope that they may afford clarity in what can *sometimes* be an ill defined working relationship.

The director has an obligation...

- To define to your assistant director (AD) what happens *around rehearsals*, i.e.: of the three months of working with the director, maybe five weeks will be rehearsals; what are the responsibilities of the AD in the time before and possibly after this five weeks.
- To detail what *preparation* is expected of the AD and how, and when, they will make this available to the Director.
- To detail what *research* is expected of the AD and how, and when, they will make this available to the Director.
- To make clear whether *mentoring* is available to the AD and when this might occur and what the AD can expect.
- Will the AD *work solely* with the director or have other obligations towards other members of the creative team.
- To outline if the AD can *speak directly* to the actors or other production staff, or whether contact should be solely through the director.
- To be clear about *remuneration* for an assistant director including out of pocket expenses, and what an AD needs to provide to make such a process easier.
- To delineate the *time* that the AD is expected to work in a working week.
- To define if the director expects the AD to fulfil *basic tasks* regularly such as making tea or running errands.

If, you wish to discuss these guidelines further, please do not hesitate to contact Ivor Benjamin or Iris Godding at the Directors' Guild on 020 7836 3602 or at info@dgggb.org