

BDACT VOCAL DIRECTOR C O N T R A C T

This agreement is made and entered _____, 20____, by and between the
BEAVER DAM AREA COMMUNITY THEATER, INC., hereinafter referred to as
BDACT and (Name) _____, hereinafter referred
to as Vocal Director”

BDACT engages the Vocal Director to coordinate vocal activities on the stage production
of (Show Title) “ _____ ”
at _____ for ___performances on the following date(s):
_____ 20____.

In consideration of an honorarium in the amount of \$_____, payable
within 14 days following the date of the final performance.

It shall be the function of the Vocal Director to train the assembled cast vocally
for the show performances. The Vocal Director works with and is accountable to
the Show Director.

The Vocal Director agrees to work toward both a dramatic and financial success
for BDACT. It shall be the effort of the Vocal Director to present a near
professional musical production while keeping the spirit of amateur theater.

I have read and agree to these terms and the expectations outlined in the attached
addendum.

By _____
(Signature) BDACT Staff Representative (Signature) Vocal Director

Vocal Director Contract Addendum

Thank you for your leadership at BDACT. We appreciate your time, commitment, and your skills. The success of the show will depend upon your preparation, coordination, cooperation, and communication. Everyone wants you to succeed so please communicate problems, special needs, and concerns to the Show Director, Production & Volunteer Coordinator, the Managing Director, or Production Committee as soon as possible.. Involvement in BDACT designates you a participatory member, which allows you to vote at the Annual Meeting.

VOCAL DIRECTOR

PLANNING STAGES

_____ Meet with the Show Director with a script and score to understand his/her concept for:

- Vocal performances
- Potential cuts in music
- Rehearsal Calendar with the cast

_____ Set up a rehearsal calendar for the singers and coordinate with the Director, Accompanist, Choreographer and Orchestra Conductor.

_____ Secure a rehearsal location and make sure these needed items are available.

- Piano/Keyboard
- Music Stands
- Music
- CD player/ Speaker

_____ Meet with the Orchestra Conductor, Choreographer, Vocal Director and Accompanist to work out tempos and cuts.

AUDITIONS

_____ Set the criteria for vocal auditions and share them with the Director, Accompanist and Publicity Chair for the audition press release.

_____ Conduct the vocal auditions. Know the script and music for each character and their song ranges.

_____ Assist Show Director and Choreographer in casting decisions. The Show Director makes the final decision.

REHEARSALS

_____ Supply chorus members with the vocal music and supply them with a cast recording CD/ audio file, if necessary.

_____ Adapt song presentations as blocking and choreography are introduced.

_____ Conduct cast vocal warm-ups prior to each rehearsal and performance or arrange for the accompanist or cast member to do that.

_____ Work side-by-side for a week with the conductor when the orchestra starts rehearsing with the cast. Assist the conductor with cast and individual cast member strengths and weaknesses.

_____ Decide if any key changes need to be made and with approval from the Show Director, have the Orchestra Conductor make the needed changes to the music.

_____ Teach the vocalists how to use and sing into microphones properly. (If the vocalists will have microphones) Coordinate this with the Sound Engineer.