



## Glenbrook Players Inc. Standard Operating Procedure

### Mentorship

#### Rationale

That new directors be supported and advised during their first production to ensure a satisfactory production as well as in line with GPs (Glenbrook Players Inc) established reputation for high quality productions.

#### Outline.

To appoint a mentor to a new director to offer advice and guidance were requested or required and to establish a framework to resolve and conflicts should they arise.

#### Description

The most important thing is that the director (or committee) should select a mentor who is compatible with the person directing. This should be established as soon as possible after the play has been selected for production.

The mentor is NOT there to direct nor “tell” the director what to do but rather to advise and guide the director as needed. The director's vision for the production needs to be discussed and troubleshoot prior to agreeing to be mentor – recognising that this may differ from how the mentor would approach the production, so agreement on how conflict would be reconciled needs to be established.

Establish a relationship that is comfortable and trusting. The director needs to feel in control of the production and should feel comfortable bringing issues to the mentor for discussion in a confidential manner.

The points below provide some guidance to assist with this process of mentoring during the production.

- Auditions - Be on the audition panel to provide input and suggestions to the director and advise on casting as needed.
- Scheduling rehearsals etc - provide tips and examples on best methods for scheduling, budgeting, and people management.
- Blocking, backstage and technical issues - collaborate and brainstorm approaches to technical aspects of a production and resolve technical issues as they arise e.g sightlines.
- Character development - workshopping characterisation and analysis of the text with the director as required.
- Providing a perspective on the performance during rehearsal and how it is reflecting the director's vision. This should prompt a discussion with the director if the mentor sees something the director has not seen or addressed which is not reflecting the vision well or not quite working in practice.

- Communication is vital and needs to be transparent – Having conversations about detail to enhance authenticity of the production and performances in relation to the play's setting and themes.
- Work together to decide what aspects the director's focus should be targeted towards at each section or significant milestone in the rehearsal schedule.

**Practical role**

- A mentor can hold another role within the production (excluding as cast), but the division of responsibility needs to be clear.
- The mentor should attend most on-stage rehearsals (Monday evenings) – to be guided by needs of the director
- Attend the first technical meeting and future meetings as required - Lock in technical team early
- Assist with a clear breakdown of other production crew roles in relation to the mentor e.g assistant director, production manager, stage manager – refer to SOPs for guidance.

**Reporting to the committee**

The director will report to the committee as needed (as advised by an allocated committee member). Should the mentor and director have an issue they are unable to resolve the director and/or the mentor should approach the committee, ideally together, or at the very least after informing the other. The committee will assist in a resolution.

**Version/History**

SOP Version #006.01  
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