

NEW HORIZON THEATRE



## 2026 – 2027 SEASON VOLUNTEER DIRECTOR APPLICATION

New Horizon Community Theatre provides quality productions that enrich and entertain patrons through the magic of live theatre. Our season is comprised of five mainstage shows that are made possible by the volunteer efforts of our cast, crew, and staff members.

**The work of the Director is central to the production of a play or musical, setting the artistic vision for everyone involved and navigating the many logistics required for a successful production. It requires a significant commitment of time, talent, and patience to ensure that each cast and crew member has the resources needed to fulfil their required roles and tasks. Additionally, the responsibility of maintaining New Horizon’s facilities and resources, while they are utilized for the production, falls to the director.**

New Horizon is always eager to encourage new talent and open artistic opportunities for those in our community. However, roles of leadership must be assigned carefully to ensure the well-being of everyone involved. **Applications will be required for all directors, regardless of their history or resume. Qualified applicants must be 18 years or older, have experience as a director or assistant-director, agree to New Horizon’s policies and procedures, and submit to a confidential background check.**

Once all applications for Volunteer Directors are received, our committee will review the submissions and begin interviews with potential directors, if their proposal meets the needs of the upcoming season. **All directors must agree not to reveal show selections to the public before the official season announcement at the New Horizon Award Ceremony.**

The application deadline is March 20<sup>th</sup>, 2026.

NEW HORIZON COMMUNITY THEATRE DIRECTOR APPLICATION  
This is a non-paid position.

Name: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Have you directed, assistant-directed, or stage-managed at NHCT before?  yes  no

Please provide a brief introduction of yourself for the committee and explain why NHCT would benefit from having you as a director.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the title, location, and production year for shows that you have directed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NHCT auditions are held the Monday and Tuesday following the previous production's closing week. Rehearsals are scheduled on Mondays, Tuesdays, and Thursdays from 7-9pm. Would changes to this be necessary if you are selected as a director? If yes, please explain:

---

---

Each production is allotted six weeks from auditions to close. Please check any timeframes that you would be available to direct:

- July/August 2026    September/October 2026    November/December 2026  
 January/February 2027    March/April 2027

Are there any scheduling concerns/conflicts that should be considered? If so, please explain:

---

---

---

---

Provide contact information (phone and email) for two to three references. Ideally, these should be people who have worked with you *as a director* and can speak to your collaboration style, theatrical skill sets, reliability, and insight.

---

---

---

---

---

---

---

---

---

---

## Production Information

This is your opportunity to “sell” your vision of the play to New Horizon. The level of preparation, organization, and thought that goes into your proposal will be indicative of how well you might run a production.

You may submit proposals for more than one production, but each must have this section completed (attach multiple submissions to the prior section). Please do not apply for rights or preorder scripts.

Play Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

Is this a musical? \_\_\_\_\_ If yes, is live music required? \_\_\_\_\_

Please, briefly, describe this play:

---

---

---

---

---

---

---

---

---

---

What is the cast size? \_\_\_\_\_

Describe the cast needed - including, gender, ages, and any special requirements.

---

---

What do you estimate that your production will cost? (Please attach a budget proposal. You will have access to props, costumes, and set materials that are in house at NHCT. We will include publicity, marketing materials/programs, licensing, etc. in your final budget.)

---

Are there any special staging, props, or costume requirements that should be considered?

---

---

What is your vision for the set design?

---

---

---

What is your vision for costuming?

---

---

---

Are there any special technical requirements?

---

---

---

Please list anyone\* that you would plan to select for your crew and the position they would hold. All volunteers assuming a leadership role are subject to administrative approval and may require a background check.

---

---

---

\*Only authorized personnel will be allowed in the NHCT Technical Booth and, regardless of prior tech work at NHCT, all volunteers designing and operating sound and/or lights must successfully complete training prior to any work on your production, unless you are using Amy Guinn or Jimmy James as your tech director (they will manage crew if you choose to use them). In addition, anyone operating power tools in the building, accessing the costume shop, or entering the prop closets must be given prior authorization or supervised by the designated NHCT staff member responsible for those areas.

Are there any controversial elements of the play that might be offensive to our audiences (i.e. language, violence, etc.)? \_\_\_\_\_ If yes, please explain in detail.

---

---

---

As a director, what makes you passionate or excited about this play?

---

---

---

---

What is it about this play that will excite patrons; why will they want to see it?

---

---

---

---

How will you measure the success of the play?

---

---

---

---

Any additional comments:

---

---

---

---

---

---

---