

## The Certified Location Director Application Packet



The Improvaneer Method was built with a very specific goal in mind - using the skills that improvisation teaches to greatly increase social and workplace opportunities. To do this, we have focused our efforts since 2017 on evaluating our classes and instruction to hone the games we play and the manner in which we teach them to meet the unique needs and challenges of the individuals taking our class. Our founder, Rob Snow, is uniquely qualified to understand both the teaching aspects of improvisation needed for the participants and the various challenges and behaviors of the participants, since he has been trained in improvisation (Second City, IO, Annoyance) and has a child with a developmental disability. That focus has led to creating a method of teaching improvisation to a unique audience that requires a great deal of understanding, patience, sensitivity, and creativity. Therefore, it is very important, that each director and producer must be certified in the Improvaneer Method and continuously follow the program laid out in the training and beyond throughout the course of the program.

### **The Certified Location Director Program:**

Our certified Improvaneer Method directors will have the amazing privilege of teaching a group of people who don't get these opportunities as much as we'd like to see. They can truly use their abilities to build skills that will go beyond the classroom, rehearsal space, or stage. These skills will impact their lives in ways many people never thought possible. This is why we place extreme importance on using our certification process to allow us to find the perfect directors to fulfill the vision of this unique program.

### **Expectations:**

- Complete adherence to the Improvaneer Method training schedule and program
- Commitment of your skills and knowledge to each participant in the program equally
- Passion for this program and the advancement of the skills improvisation will improve in each participant
- A clean background check
- An outgoing, patient and pleasant attitude at all times when teaching
- Willingness to discuss any issues, challenges or areas of disagreement with the Improvaneer Method creators
- Understanding that there will be challenges in teaching this program, but there will be many more successes and positive moments

- Enough availability to teach 1-2 classes per week (weeknights or weekend days to be worked out with the purchasing organization)
- Understanding the details of the contract. The Director is only certified and able to teach this program through the purchasing organization. The certification does not include any teaching of the program outside of the purchasing organization. If teaching of the program is conducted on your own or without ownership of the purchasing program, the certification will be revoked.

Ideal Experience and Characteristics of a Certified Director:  
(note: these characteristics are not in order, nor are they a must to be an effective director)

Experience:

- Currently teaches or taught improvisation
- Currently teaches or taught acting or other performing art
- Currently teaches or taught as a school teacher or other type of teacher/coach
- Studied improvisation for more than a full year
- Studied acting or other performing art for over two full years
- Works with or worked with those with developmental disabilities

Characteristics:

- Outgoing and pleasant personality
- Passionate about teaching, coaching or directing
- Sensitive and understanding nature
- Patience
- Kindness
- Positive/Uplifting
- Sense of Humor
- Persistent
- Perceptive
- Respectful
- Disciplined
- Detail Oriented
- Trustworthy
- Stern (when needed)



## Duties of the Location Director:

- Class schedules are created by the organization purchasing the program, and set according to availability of the rehearsal space and the Director and Producer. A typical Level One program meets once a week for 90 minutes or once every other week. The organization may request that the Director also teaches another age group or an additional Level One class if the first is too large. The Level One Youth class typically meets once per month for 2 hours but, again, it is up to the organization and the availability of the Director.
- Follow the Improvaneer Method program as closely as possible each class. The agendas for each class are provided in the handbook. There will be some room for flexibility in choosing various games or needing to adjust as necessary but that will need to be discussed ahead of time with the Lead Trainer.
- Lead the direction of all games and performances for each class.
- Take notes on each class progress or areas for improvement. Work with the Producer and The Improvaneer Method to create solutions or changes as needed.
- Work with the Producer to hone the class instruction to meet the needs of the class and each individual. This should not include changing the program or agendas unless discussed with the Lead Trainer.
- Set Up monthly check-ins (first 6 months) then every quarter after with The Improvaneer Method to go over the program - strengths, challenges, improvements, etc.
- Work with Producer to fill out Participant Measurement Forms at beginning of the session and end.
- Be kind, patient, and understanding to each participant and parent/caregiver. Voices should never be raised, and anger should never present itself. Manage all issues with the Producer, organization, and parents/caregivers.
- Work with the parents/caregivers on finding ways to better teach each participant.

## Director Certification Process:

- Those interested will fill out the application and submit to The Improvaneer and the purchasing organization.
- The Improvaneer Method will choose applicants and set up online or in person interviews if possible.
- The Improvaneer Method will choose 2-3 final applicants for the Director position depending on the needs of the organization and submit to the organization with recommendations. The organization may initiate another interview or make a decision based on the recommendation, but the organization will make the final decision.
- Background checks will be conducted on the chosen candidates by the purchasing organization.
- The Improvaneer Method and the Director will create the times to implement the training schedule.
- A written test is provided on the final day of training. The Director must receive an 85% score or better to become certified. The test is expected to take 45-60 minutes to complete. The Director will have the opportunity to retake the test until an 85% score is achieved.
- A waiver and contract will be signed.
- A certificate is provided to the Director acknowledging the certification.

## Important Certification Note:

The certification of the Director or Producer is only applicable while the Director or Producer are working for the organization that is licensing the program. If the Director or Producer leave or are terminated from their duties with the organization, the certification can no longer be used or applied to the Director or Producer. Any teaching of the Improvaneer Method or nearly identical program in this manner would be met with legal notices barring further action.

## Location Director Pay Structure:

- It is the belief of The Improvaneer Method that Location Directors should be paid for their time, expertise, and talents. We appreciate those willing to volunteer for this position, however in our opinion, a payment for these services constitutes a binding agreement that results in accountability from both parties.
- It is the final decision of the purchasing organization on whether the Director will be paid and how much.
- Payment will be discussed during the interview process as each purchasing organization may have different pay structures or capabilities.
- Payment for the Director services will be made by the purchasing organization licensing the program.



For more information:

Please visit our website at [www.theimprovaneermethod.com](http://www.theimprovaneermethod.com) to fully understand the history of the program, videos, pictures, press, and all reviews.

Location Director Application

Thank you for your interest in applying to be a Location Director for The Improvaneer Method program. Before filling out the application please read the expectations and job requirements of the Location Director to understand what is expected in this role. If you are accepting of everything, please provide a resume, 2 references on your teaching or employment background, fill out your responses to each question as thoroughly and accurately as possible, sign the form and return via email (scan or photograph) to [rob@theimprovaneermethod.com](mailto:rob@theimprovaneermethod.com). We will review the application and respond within 2-3 business days on next steps.

1. Name:
2. Address:
3. Cell Phone:
4. Email:
4. How did you hear about this program?
5. Why are you interested in being a Location Director?
6. Please list any improvisation teaching experience you have, location, and years of experience.
7. Please list any other form of teaching experience you have, type (theatre, music, school, coaching, etc.) location, and years of experience.
8. Please list any improvisation training or performing you have had in the past, years trained/performed, and location(s).
9. Do you have, or have you ever had, any connection to those with special needs (relative, friend, friend of friend)? Feel free to explain the relationship and special need.
10. Do you have any professions or activities that would impede your ability or availability to do this job?
11. Do you have any questions for us?

I attest that the information above is accurate and I agree to all duties and requirements expected of me should I be chosen for this opportunity.

Signature:

Date: