

JAVEENBAH THEATRE COMMITTEE

JOB DESCRIPTIONS

POSITION: PRESIDENT

- Chair and control meetings in an orderly fashion and ensure the correct adherence to the Constitution of the Theatre Company.
- Represent the Theatre Company in all its dealings with outside bodies.
- To institute and chair a Building Committee for the purpose of directing the building and maintenance of the Theatre premises. Such committee to include Theatre Manager and chairman of the Fund Raising Committee.
- To become available to carry on the duties of Immediate Past President.
- To be a worthy figurehead for the Company.

POSITION: VICE PRESIDENT

- To stand in for the President when unavailable.
- To institute and chair a Fund Raising Committee for the purpose of applying for Grants, Subsidies and Funds etc. Such committee to include the Treasurer and the Immediate Past President.
- To Organize and institute all external social activities of the Company.
- To form and chair any committee needed to assist in the running of such functions.

POSITION: TREASURER

- To receive all monies paid to the company and cause the same to be paid into the banking account of the Company kept for such purpose within seven days of receipt thereof.
- Keep all necessary books of account and financial statements as shall be required by the auditors.
- Prepare the Annual accounts and accompanying reports.
- Submit financial statements to all constituted meetings of Committee and of the Company.

- Produce in General Meetings the cash books and bank statements when requested to do so.
- Keep vouchers for payments authorized by the Company and the Committee.
- Keep true and accurate inventory of all property of the company.
- Supervise and accept responsibility for all payments made at the Box Office or Delegate this responsibility to another Committee Member.

POSITION TITLE: SECRETARY

- To excise and perform all the usual secretarial and generally attend to the secretarial work of the Company and in particular to keep and maintain Minutes of all proceeding meetings of the Committee, and of the Company.
- To cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every board meeting to be entered in a book to be opened for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection. For the purpose of ensuring accuracy of the recording of such minutes, the minutes of every Committee, General and Annual General Meeting shall be signed of that meeting or the chairman of the next succeeding meeting verifying their accuracy.
- In Combination within the Assistant Secretary, regularly empty the Company's mail box and distribute all relevant mail to the appropriate Committee member or have it tabled at the next committee meeting.

POSITION: ARTISTIC DIRECTOR

- The Artistic Director shall be required to form and be chair of a sub-committee of not less than 3 and no more than 7 members, to be known as the Production Sub-Committee to assist him/her with his/her duties.
- The Artistic Director (assisted by his/her sub-committee) shall be responsible for proposing a program of plays/musicals for the calendar next after he/she is elected, being a program which the Artistic Director can demonstrate is likely to be within the:
 1. Financial
 2. Technical.

3. Human e.g. director, cast crew.

resources of the theatre, and which is likely to enhance rather than detract from the esteem with which the theatre is held in the community.

- The Artistic Director shall have a general supervisory role over the implementation of the final, agreed program (including the program from any previous year or part of a year current and unexpired) but shall report and be subject to the overall control of the Management Committee.
- The Production Committee is responsible for the organization and printing of each Major Play's Programme under the approval of Management.

POSITION: PUBLICITY OFFICER

- To organize, institute and chair a committee of **Newsletter Editor, General Theatre Publicity Person, Current Production Publicity Person, Theatre Photographer and Scrapbook Person.**
- To keep the public informed of the Theatre events by way of local media outlets e.g. Web Site, Facebook, Newspapers, Radio, Television etc.
- To ensure all posters and programmes etc. are developed and provided to the Director for proof reading ASAP or minimum 4 weeks prior to opening.
- To keep records and be accountable to the treasurer for budget monies provided.
- To ensure Theatre Scrapbook is kept up to date and made available for all theatre gatherings.
- To ensure that the "Leader Board" and "Notice Board" are kept up to date.

POSITION: BLOCK BOOKING OFFICER

- To organize block and group bookings.
- Ensure that each organization is notified well in advance of forthcoming productions.
- To approach all organizations in the area and formulate a list of same.
- To ensure that the Booking Agent has a duplicate of the block bookings plan for each performance night at least one week prior to opening night.

- Information relevant to groups making block bookings, Name of Organization, Contact Person and Contact Details, must be recorded on the back of the seating plan given to the booking agent.
- Confirmation of bookings and monies should be collected prior to opening night and handed to the Treasurer.
- To liaise with the Booking Agent and the Block Bookers to ensure maximum attendance for each performance.

POSITION: THEATRE MANAGER

- To be custodian of Theatre Keys with the responsibility of booking out and retrieving keys to the users of the theatre. Keeping a register of same.
- To organize and institute a committee comprising of Theatre Stage Manager, Theatre Lighting and Sound Manager, Wardrobe Person, Maintenance and Grounds Person.
- To ensure an inventory is kept of all Javeenbah property and costumes. To ensure that all items loaned are returned in good condition. Hire rates are to be determined by the Committee.
- To inspect the condition of the building and grounds and advise the Committee on any repairs etc. necessary. To monitor power and water consumption. To ensure Theatre cleanliness is kept to the standard required.
- To report to the committee any need for working bees.

POSITION: FRONT OF HOUSE DIRECTOR

- To organize kitchen and front of house roster for performance dates.
- To organize persons for duties which include box office, bar, selling raffle tickets & programmes.
- To organize and institute a committee responsible for the preparation of Opening and Closing Night Suppers and refreshments.
- To organize prizes for the raffle held each performance night.
- To ensure the kitchen is stocked with all necessary items for its sufficient running.
- To receive budgetary sum to be decided by the Committee prior to each performance run and to hold all receipts for expenditure and a full account to be given to the Treasurer at the end of the run.
- To provide refreshments for the cast and crew each night during performances (See Directors Guidelines).

POSITION: ASSISTANT TREASURER

- To assist the Treasurer in all capacities and to stand in for him/her when the Treasurer is unavailable.
- Receive floats from Treasurer in a lump sum either by cheque or EFT.

- Break up into floats for 3 performances for Box Office, Bar, Programs & Raffles
- Make sure floats are in safe by 7pm on performance nights.
- Collect takings each week, count money, reconcile to FOH Book, re-allocate into 3 floats for next week & bank the balance
- Inform Treasurer of details of deposit

POSITION: ASSISTANT SECRETARY

- To stand in for all the capacities of the Secretary when she/he is unavailable.
- To keep a record of all members names, addresses, phone numbers, Email addresses and areas of interest.
- To keep at hand membership forms and to make them available at all gatherings at the Theatre and ensure an adequate supply is kept on at the theatre.
- To notify all members when their subscriptions are due by Emailing/ mailing a renewal letter with the newsletter.
- To be accountable for all membership monies received to the Treasurer within 2 weeks of receipt of same.
- To ascertain from the Director that all cast and crew of any production are financial and to report to the Committee any problems.
- To make available to any member, a copy of the constitution upon request.
- To organize, institute and chair a committee responsible for the construction, printing and mailing of a monthly newsletter to be sent to each member of the Company.
- To gather information and reports from members, Executive Committee and committee members for the inclusion in the newsletter.
- To promote active membership and Endeavour to increase same.

POSITION: COMMITTEE MEMBER (Two Only)

- To assist in the duties of all members of the Committee whenever required.
- To fill any vacant positions on the Committee if ever they should arise.