

Matuku Community Theatre

Volunteer roles & responsibilities

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Version Number	Author	Purpose/ Change	Date Approved
1.02	D H Pratt	STG Committee & Production, Roles & Responsibilities	
	S W		
1.03	Mankelow	Revised roles and title - new group name	

DRAFT

Committee:

1. Consists of:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Committee Members

The committee is responsible for making decisions about issues and taking action on tasks that ensures the health, vitality and that charitable community fund raising of the STG are maintained.

Expectations: Committee meets monthly throughout the year (90 minutes), with an AGM held in March. Additionally, short meetings may be held during show rehearsal times to make urgent decisions. All committee members must be able to commit to attending a minimum 80% of meetings. If a committee member misses three meetings in a row they are considered resigned.

Estimated volunteer hours: Minimum 90 minutes a month, plus whatever your committee role requires to complete tasks. TOTAL 20 hours minimum

President:

Selected by: *Members*, **Responsible to:** *Members*, **Reports to:** *Committee and Members*

Estimated volunteer hours:

1. Responsible for ensuring the overall health of the group and its members.
2. Delegates tasks and responsibilities for the effective running of the group.
3. Monitors that activities and deadlines are achieved.
4. Involved with all members to ensure rehearsals are proceeding smoothly.
5. Adjudicates any casting and production issues not resolved by the Scene Directors, Musical Director or choreographer.
6. Arbiter of last resort.

Vice-President:

Selected by: *Members*, **Responsible to:** *Members*, **Reports to:** *President and Committee*

Estimated volunteer hours:

1. Assists President as required.
2. Is kept informed of issues by the president.
3. Stands in for the president where the president is unavailable.

Secretary:

Selected by: *Members*, **Responsible to:** *Members*, **Reports to:** *Committee*

Estimated volunteer hours: Minimum 90 minutes a month to attend meetings, plus 90 minutes a month to write up and distribute minutes, etc. TOTAL: 30-40 hours annually

1. Takes minutes at group, committee and production meetings.

2. Distributes minutes of meetings to the appropriate persons.
3. Keeps good records of decisions and files
4. Holds the collective file history of the group
5. Works with marketing manager to manage website, Facebook and general communications needs

Treasurer:

Selected by: *Members*, **Responsible to:** *Members*, **Reports to:** *Committee*

Estimated volunteer hours: Minimum 90 minutes a month to attend meetings, plus approx. 30 hours annually for tasks. TOTAL: 50 hours annually

1. Maintains club budget and finances.
2. Collects membership subscriptions.
3. Pay costs incurred members.
4. Keeps the president and committee informed of the clubs financial health.
5. Prepares the books and other financial documents for the auditor.
6. Prepares treasurers report for AGM

Note that positions not fill at the AGM or due to unavailability may be filled by the committee.

Health & Safety Officer:

Selected by: *Members*, **Responsible to:** *Members*, **Reports to:** *Committee*

Estimated volunteer hours: Minimum 20 hours to attend meetings, plus approx. 30 hours annually for tasks. TOTAL: 50 hours annually

1. Works with president to monitor wellbeing of cast
2. Manages and updates H&S plan as hazards identified
3. Assigns wardens and runs an evacuation drill
4. Does H&S checks and briefings of building and completes any relevant forms
5. Keeps first aid kit stocked and accessible – identify first aiders
6. Reports on accidents, near misses to council as required.

Committee Members:

Selected by: *Members*, **Responsible to:** *Members*, **Reports to:** *President*

Estimated volunteer hours: Minimum 90 minutes a month to attend meetings plus whatever tasks assigned to specific roles.

1. Assist the executive in running of the group.
2. Selects show content.
3. Selects directors and executive director.
4. Collectively acts as producer for each production: approves and, if necessary, sets budgets.
5. Approves all other production staff appointments.

Fundraising / grants officer

Selected by: *Members*, **Responsible to:** *Members*, **Reports to:** *Treasurer*

Estimated volunteer hours: Minimum 90 minutes a month to attend meetings plus

1. works with treasurer and wider committee to determine needs;
2. writes and maintains funding calendar
3. writes grant applications,
4. gets supporting letters,
5. writes grant reports for funders)

Committee Representative for Casting:

Selected by: *Committee*, **Responsible and Reports to:** *Committee*

Estimated volunteer hours: 5 hours

1. Generally the president; may be another designee.
2. Participates in auditions and casting meetings.
3. Responsible for ensuring that casting guidelines are followed.
4. Brings draft cast list to committee only if there are unresolved issues regarding casting guidelines.
5. Releases final cast list to cast; approves any communication from directors with individual cast members regarding casting options, if needed prior to releasing cast list.

Production committee:

Selected by: *Committee*, **Responsible and Reports to:** *Committee*

Production committee meets during show season once show content is developed.

Role period: mid-April- early August

Consists of:

- Production manager
 - Committee representative.
 - Treasurer
 - Scene directors
 - Musical director
 - Technical manager
 - Wardrobe supervisor– *when required*
 - Set and Props Manager – *when required*
 - Stage Manager – *when required*
1. Develops budget (approval by committee) for entire production, including at least the following categories, publicity, programs, music, costumes, set construction expenses, lighting and sound costs.

2. Develops and maintains overall production schedules.
3. Manages auditions, rehearsal space and production meetings.
4. Develops and manages rehearsal schedule.

Production Manager:

Selected by: *Committee* **Responsible and Reports to:** *Committee*

Role period: mid-April- early August

Estimated volunteer hours:

1. Responsible for ensuring production committee runs smoothly and that all production requirements are met.
2. It would be preferable that this person is not on stage, this is especially important if the president has an on stage role.
3. Responsible for ensuring that a production schedule is available prior to the third rehearsal week.
4. Coordinate theatre bookings with the venue booking agent.
5. Assists president during rehearsals.

Scene Directors:

Selected by: *Committee* **Responsible and Reports to:** *Production Committee*

Role period: mid-April- early August

Estimated volunteer hours:

Responsible for all artistic decisions related to their scene, except increasing costs beyond budgets which must be referred to the committee.

1. Expected to block all scenes, run blocking rehearsals and general rehearsals.
2. May delegate decisions related to music and choreography to the appropriate member of the production committee.
3. Clearly conveys their requirements to the Wardrobe Mistress, Set manager and Technical Manager. May delegate tasks but retains responsibility for the overall artistic quality and consistency of the production and may overrule any designated decisions when necessary to this end.
4. Communicates any changes in a timely manner to cast and members of the production committee to reduce additional cost both in terms of time and money where possible.
5. Is not to have an onstage role in their scene.

Musical Director:

Selected by: *Committee* **Responsible and Reports to:** *Production and Committee*

Role period: mid-April- early August

Estimated volunteer hours:

1. Advises Scene Directors on all musical matters and decisions for the production, including running of vocal and band rehearsals, assisting with song selection and running the musical portions of auditions, assisting the director with casting decisions and working with technical crew on sound requirements.

Technical Manager:

Selected by: *Committee* **Responsible and Reports to:** Production and *Committee*

Role period: mid-April- early August

Estimated volunteer hours:

1. Surveys performance space for technical production elements/capabilities and serves as a consultant to directors on technical issues.
2. Works with set designer on technical construction and implementation aspects of scenery.
3. Obtains and sets up any technical theatre elements (pyrotechnics, fog machine, etc.) for the production. Any expenditure must be coordinated with the committee.
4. Works with Lighting engineer to develop lighting design based on directors requirements, set design and survey of production space lighting capabilities.
5. Works with sound engineer and band to develop sound design based on musical and theatrical demands of production and limitations of the venue. May be deferred in whole or in part to sound engineer.
6. Coordinates the hire of lighting / sound equipment and purchase of associated consumables.
7. Ongoing maintenance and care of equipment and advising cast of best practice.

Choreographer:

Selected by: *Committee* **Responsible and Reports to:** Production *Committee*

Role period: mid-April- early August

Estimated volunteer hours: negotiable

1. Represents the Scene Directors on choreographic matters and decisions for the production,
2. Assisting the directors running choreography portions of auditions and with casting decisions.
3. Runs choreography rehearsals as required.
4. May designate assistant choreographers and delegate any portion of these responsibilities as appropriate.

Set Manager:

Selected by: *Committee* **Reports to:** Production

Role period: mid-April- early August

Estimated volunteer hours:

1. Designs scenery with input from scene directors that are both technically and financially feasible based on the limitations of the venue.
2. Establishes set construction budget and submits to the committee for approval.
3. Creates set construction schedule which shall be coordinated with production manager and integrated into production schedule. It shall be recognised by all members of the production team that time maybe required at the theatre to install set during the week prior to the dress rehearsals.
4. Organizes scenery construction sessions and purchasing or otherwise acquiring (rent, borrow, etc.) of all necessary set construction items for the production.

5. Arranges for the salvage and storage of main set pieces for reuse in future group productions.

Wardrobe Co-ordinator:

Selected by: *Committee* **Responsible and Reports to:** *Production*

Role period: mid-April- early August

Estimated volunteer hours: varies but approx. 40 hours

1. Works with Scene Directors and to identify necessary costume requirements for the production.
2. Obtains (purchase, sews, rents, etc.) necessary costumes for production.
3. Organises volunteers to help acquire and sew costumes.
4. Organises the distribution of costumes to members for cleaning on the pack out day.
5. Organises return of cleaned costumes for storage after production.

Show Producer:

Selected by: *Committee* **Responsible and Reports to:** *Production and Committee*

Role period: mid-April- early August

Estimated volunteer hours: 20 hours

Joins the production in the last 2 weeks of rehearsals to look at the show with a fresh set of eyes. Works with Scene Directors, Technical and stage crews to polish the production and assists create the flow between the different elements of the show.

Ticket Coordinator:

Selected by: *Committee* **Responsible and Reports to:** *Committee*

Role period: June – August

Estimated volunteer hours:

1. Arranges for ticket printing for cast nights.
2. Coordinates ticket distribution by cast.
3. Responsible tracking and collecting ticket income with treasurer.
4. Ensure table numbers are available for each show.

Group Liaison:

Selected by: *Committee* **Responsible and Reports to:** *Committee*

Role period: May - August

Estimated volunteer hours:

1. Coordinates with the groups to whom shows are sold.
2. Provides information such as table layout.
3. Assists groups with any issues they may have.

Marketing manager:

Selected by: *Producer* **Responsible and Reports to:** *Committee.* *Works closely with Secretary*

Role period: May - August

Estimated volunteer hours: 40 hours

1. Advertises auditions.
2. Designs the programme from information provided by the production manager.
3. Ensures that programme are printed and available for each performance.
4. Manages content for website and Facebook
5. Develops collateral as needed
6. Drafts press releases for president to approve

Social director:

Selected by: *Committee* **Reports to:** *Committee, President*

Role period: May - August

Estimated volunteer hours: 5 hours

1. Organizes social functions for the group.
2. Stocks the tea and coffee, biscuits.
3. Work with President to support pastoral care of members.
4. Designates individuals to be responsible for specific social activities.
5. Rewards and recognition.
6. Keeps track of contributions, and assists with award ceremony

Cast:

Selected by: *Director and Production Committee*

Role period: May - August

Estimated volunteer hours: 140 hours over 4 months

Cast need to be able to commit to attending 80% of rehearsals (reasonable absences for illness or holidays are permitted under the expectation cast will practice in their own time to catch up on missed learning.)

Rehearsal hours – 2x 3 hours per week for 10 weeks = 60 hours

Plus technical and dress rehearsals = 80 hours

TOTAL – 140 hours

Cast need to commit to all shows as there are no understudies.

8x shows x 3 hours = 24 hours

Cast are required to take direction from the Director of the act, scene or number that is currently being rehearsed. Cast may provide input when requested to by the director and obviously are able to make suggestions to the director outside rehearsal time. In most instances the final decisions on how a scene is to be run is the director's as it is their vision that we are trying to portray on stage.

If you have issues on how a show item is being run the members of the production, preferably the President or Production Manager can be approached as they are responsible for the overall show content and Group health respectively.

If you have ideas on how things can be improved the group or and change its direction volunteer to be on the committee or assist as a director

We are a social theatre group but during rehearsal time please respect the directors by paying attention and not talking unnecessarily. There is plenty of time for socialising during breaks, before and after rehearsals.

For this group to be one to which people wish to join and remain members of, we need to support and encourage each other remembering that our strength is not reliant individuals but on the group as a whole.

Bar Manager:

Selected by: *Committee* **Reports to:** *Committee, President*

Role period: May - August (show season and planning)

Estimated volunteer hours:

1. Organises the purchase and storage of alcohol and bar food.
2. Organises *bar staff* with committee oversight, vetting of staff
3. Works with the treasurer to manage bar takings and audit stock.
4. Fill out CCC licence applications

Front of House:

Selected by: *Committee* **Reports to:** *Committee, President*

Role period: 5 week-period for approx. 6 hours per week during show period

Estimated volunteer hours: 3 hours per show x 8 shows

1. Ensure that the people are aware of their role and expected dress code.
2. Organises *door hosts* roster for each show night
3. Respond to any house-keeping issues on the night
4. Monitors audience behaviour and steps in if required
5. Responsible for meet and greet, door security and lights on show nights.

Bar staff / door hosts

6. *Door hosts* - 3 hours per night. Minimum two rostered on per night. Open doors, greet guests, check tickets, fire wardens. Reports to Front of House manager.
7. *Bar staff* – 3 hours per night. Minimum two rostered on per night. Set up bar area (fridges, benches, bins, glasses) serve and sell drinks to guests, clean up spills, pack up bar.