

GOOD SHEPHERD PLAYERS BOARD and PRODUCTION STAFF

JOB DESCRIPTIONS AND RESPONSIBILITIES

February 22, 1990 (Updated July 20, 2014)

## I. BOARD

1. Responsible for producing all presentations by the Players;
2. Pursues broad participation by members of the parish in all productions;
3. Resolves issues and problems of general concern to the membership;
4. Develops a budget for each production and shall ensure that all expenditures are within the budget;
5. Responsible for the selection of all productions after input from the general membership. Additionally, for each production, the board solicits and selects a Director, Music Director and Stage Manager for each production. These positions may be held by a Board member;
6. Assists the Director in the audition process, although all final decisions are the Director's;
7. Approves the official program for all productions.
8. The Board membership consists of the following seven positions:
  - a. Chair
  - b. Vice Chair
  - c. Budget Manager
  - d. Publicity Manager
  - e. House Manager
  - f. Technical Manager
  - g. Costume Manager

## II. Chair:

1. Has overall responsibility for productions and activities of the Players;
2. Is the primary spokesperson for the Players;
3. Prepares the agenda for use at all meetings, and is responsible for the recording of the minutes of all meetings and for maintaining copies of all minutes, correspondence and programs from Players' productions and activities;
4. Conducts meetings of the General membership and the Board;
5. Serves as the liaison with the Rector and the Vestry concerning activities of the Players;
6. Coordinates responsibilities of the Director, Stage Manager and Officers. Calls meetings, as necessary, to coordinate above functions;
7. Becomes a signatory on the Player's bank account;
8. Is responsible for acquisition of production rights;
9. Insures, normally through the Vice Chair, that official files are maintained to include all minutes, correspondence, agendas, copies of programs from productions and guidelines.

III. VICE CHAIR:

1. Supports the Chair by acting in his or her stead when the Chair is not available to execute Chair duties, such as acting as spokesperson, conducting meetings or serving as liaison with the Rector and the Vestry;
2. Maintains the files of the Good Shepherd Players, to include minutes, correspondence, agendas, copies of production programs and GSP guidelines, job descriptions and responsibilities;
3. Maintains and publishes minutes of each Board and General Membership meeting.

IV. BUDGET MANAGER:

1. Maintains the Activity Checking Account for use of the Players after consulting with the Church Treasurer;
2. In coordination with the Treasurer and Bookkeeper, orders checks, makes deposits and maintains and balances check and account books;
3. Keeps accurate records and documentation of all expenditures incurred by the Players;
4. Becomes a signatory on the Player's bank account;
5. Delivers or mails checks to appropriate parties;
6. Reports regularly to the Board on the status of the treasury and the condition of the budget;
7. Monitors all expenditures and ticket sales on a frequent basis to assure that the Players stay within the budget set for each production. Consults with the Chair and Director regularly;
8. Is responsible for monitoring all fund raising projects.

V.PUBLICITY MANAGER:

1. Has overall responsibility for assuring that productions are fully publicized
  - a. Coordinates with Chair to determine the publicity content;
  - b. Arranges for newspaper announcements, radio and TV spots, and publicity throughout the church including ads in the "Shepherd's Staff" and posters;
2. Reports regularly to the Board and keeps the Chair informed of the status and progress of publicity;
3. Provides for the printing of programs for all productions after consultation with the Board regarding content. Responsible for design of all programs and posters;
4. Coordinates all activities with the church Office Manager through the Chair.

## VI. HOUSE MANAGER:

1. Responsible for operation of the Parish Hall at all productions (including climate control) and for clean up of the hall after consultation with the Director and Stage Manager. Also responsible for compliance with all fire regulations;
2. Provides for the printing of tickets and for the sale of tickets. Maintains accurate records of all ticket sales. Coordinates with Budget Manager;
3. Is responsible for monitoring refreshments at all performances;
4. Is responsible for obtaining, training and supervising ushers at all performances;
5. Works with Stage Manager in assuring neat and orderly appearance of hall, stage and associated areas;
6. Coordinates all activities with the church Office Manager, Rental Coordinator, and Building and Grounds Chair through the Players Chair.

VII. TECHNICAL MANAGER:

1. Is responsible for design and building of sets for all productions in line with budget constraints;
2. Is responsible for all lighting. Includes arranging for rental, borrowing and/or purchase of lights within budget constraints;
3. Is responsible for procuring or building all props;
4. Is responsible for sound;
5. Is responsible for organizing set building and lighting work crews;
6. Is responsible for purchase of all necessary items for set constructions in line with budget constraints;
7. Coordinates closely with Budget Manager regarding all expenditures;
8. Responsible in coordination with the Costume and Stage Managers for clean up after all work sessions and for proper storage of set and props after productions;
9. Coordinates closely with Stage Manager and Director regarding set and lights;
10. Coordinates with Chair and Church Office Manager, Rental Coordinator, and Buildings and Grounds representative regarding use of and storage in church facilities.

VIII. COSTUME MANAGER:

1. Is responsible for assuring that all costume needs are met for each production;
2. Consults with Director regarding costume design;
3. Arranges for purchase, rental, borrowing or building of costumes in line with budget constraints. Coordinates closely with Budget Manager regarding all expenditures;
4. Is responsible for set up and clean-up of costume areas;
5. Is responsible for make-up. Consults with Director regarding make-up design. Arranges for make-up artists. Assures set up and clean-up of make-up areas;
6. Is responsible for return of all costumes and make-up after all productions. Coordinates with the Church Buildings and Grounds Chair on storage of all costumes after all productions.

IX. STAGE MANAGER (Production Staff):

1. Is selected by the Board;
2. Is responsible for all stage management functions during rehearsals and productions. Manages set, lighting, sound and props crews during the production of each show;
3. Works closely with Director in assuring smoothly running production;
4. Coordinates with Costume, Budget and Technical Managers;
5. Directs any problems to Chair for resolution.

X. DIRECTOR (Production Staff):

1. Is selected by the Board;
2. Is responsible for direction of the entire production and assists in the selection of the Stage Manager (with Board approval);
3. Arranges for and manages any assistant directors, choreographers or other assistants;
4. Coordinates closely with Stage Manager to assure smoothly running production;
5. Directs any problems to Chair for resolution;
6. May call meetings of other members of the productions staff for purposes of coordination;
7. Is responsible for casting each production; all final decisions on all roles in a production are solely the province of the Director;
8. Is responsible for coordinating all music, dance and acting: responsible for blocking all scenes: prepares rehearsal schedules and is responsible for coordinating dates for use of church facilities with the Chair -- including dates for rehearsals, performances and work projects;
9. In conjunction with the Chair, assists in coordinating functions of the Director, Stage Manager and Officers and other assistants.

XI. Musical Director (Production Staff):

1. Assists the Director with casting and scheduling;
2. Plans and leads musical rehearsals;
3. Coaches singers as desired or needed;
4. Recruits and leads pit musicians;
5. Conducts dress rehearsals and performances.