

The
**CRIGHTON
PLAYERS**

**VOLUNTEER
ORGANIZATION**



PURPOSE

The purpose of the Volunteer Organizational Plan is to provide guidance and support for the Crighton Players volunteers; to give them a structure which will help them focus efforts on behalf of the organization so that organizational priorities and goals can be met.

The Crighton Players Board of Directors shall retain all rights and responsibilities as set forth in the organization's by-laws and management responsibility is delegated to the volunteer positions through the Theatre Manager on behalf of the Board of Directors.

Bill Torgan
Volunteer Coordinator

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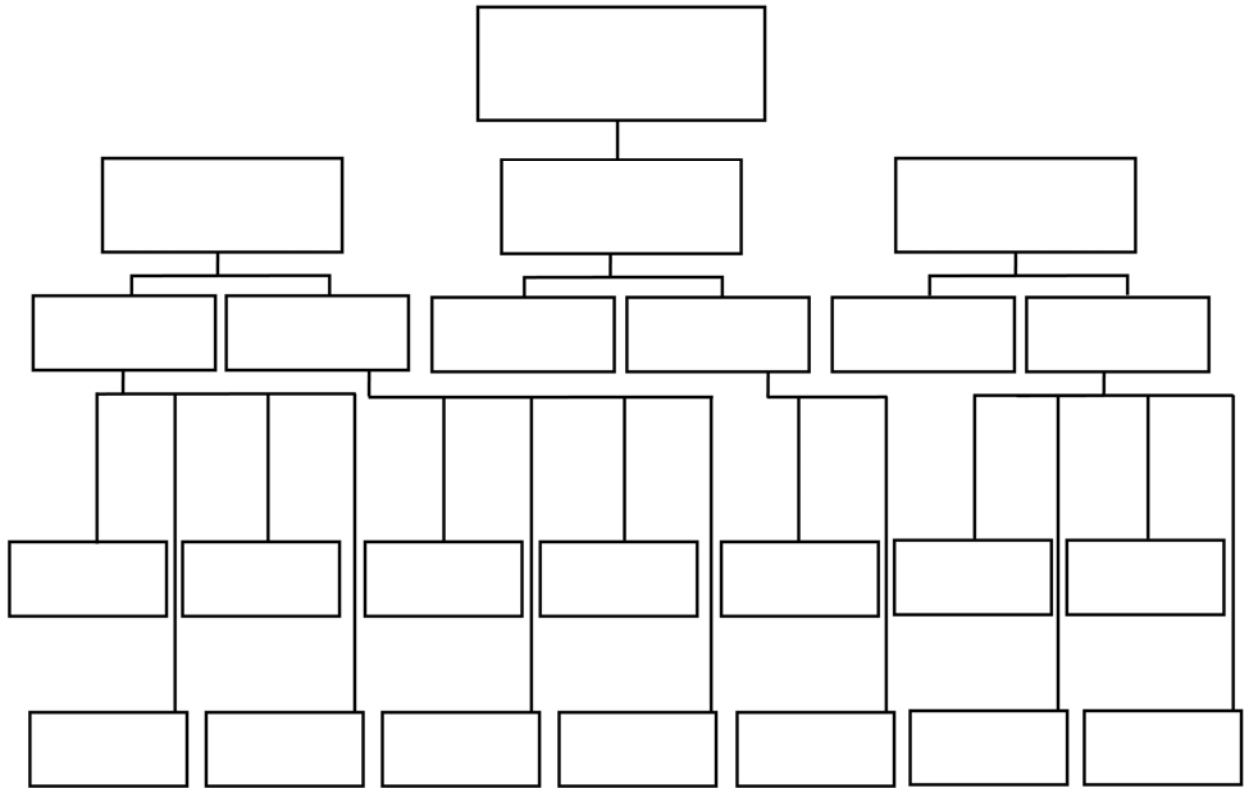
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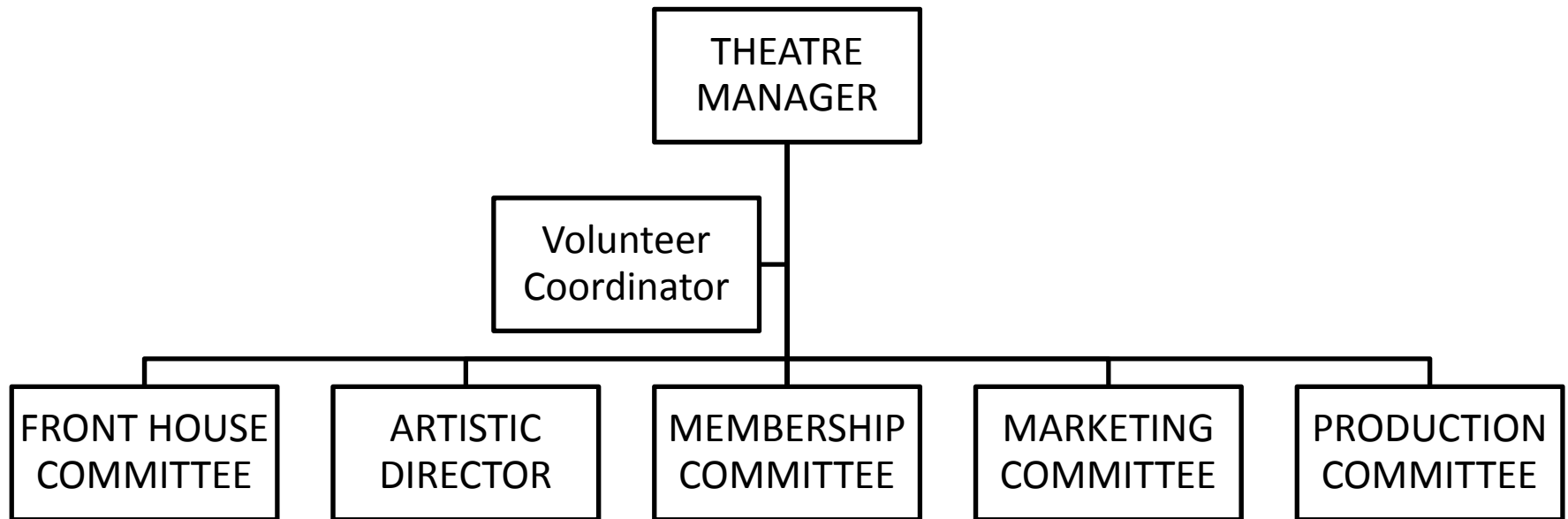
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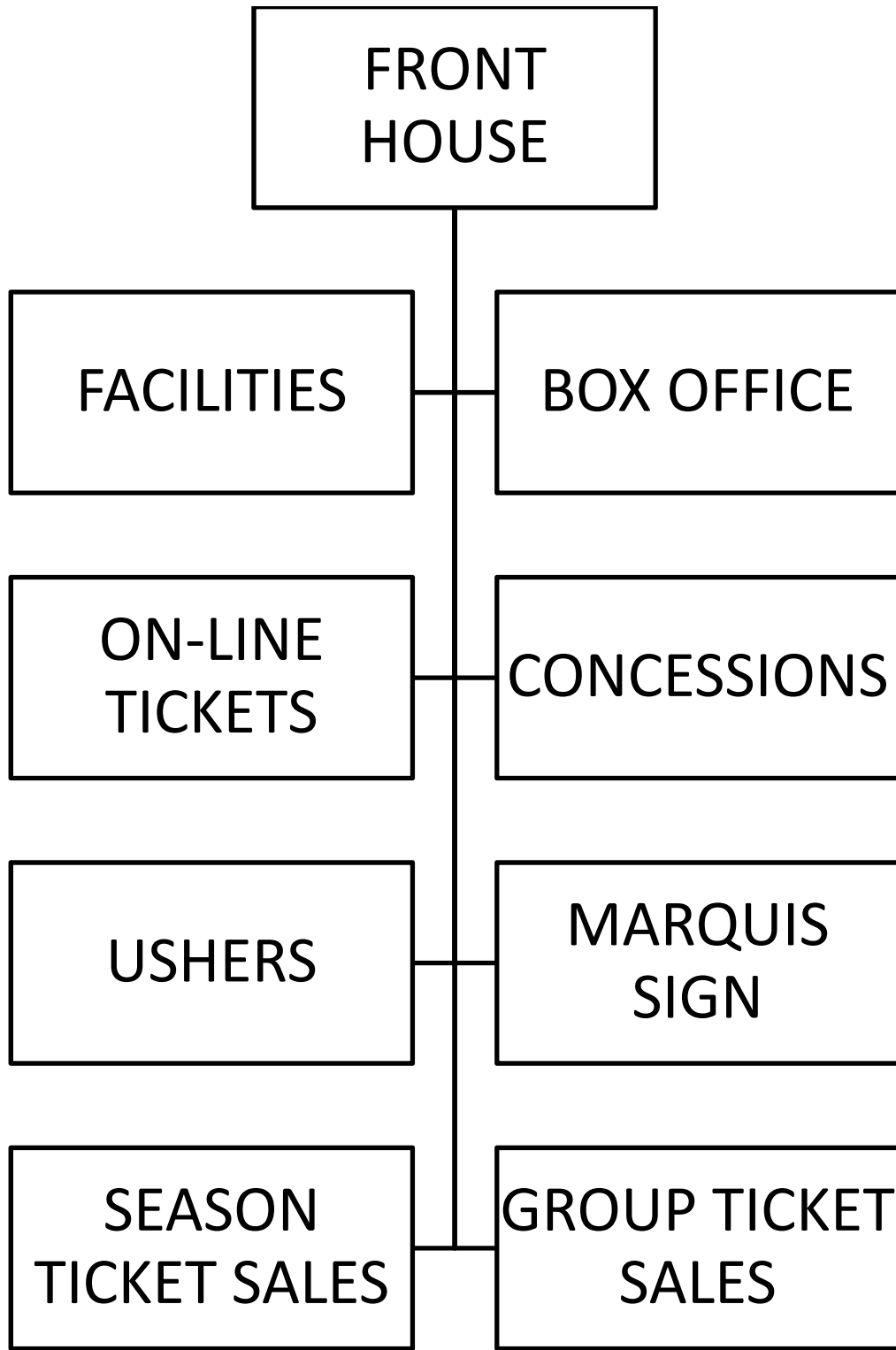
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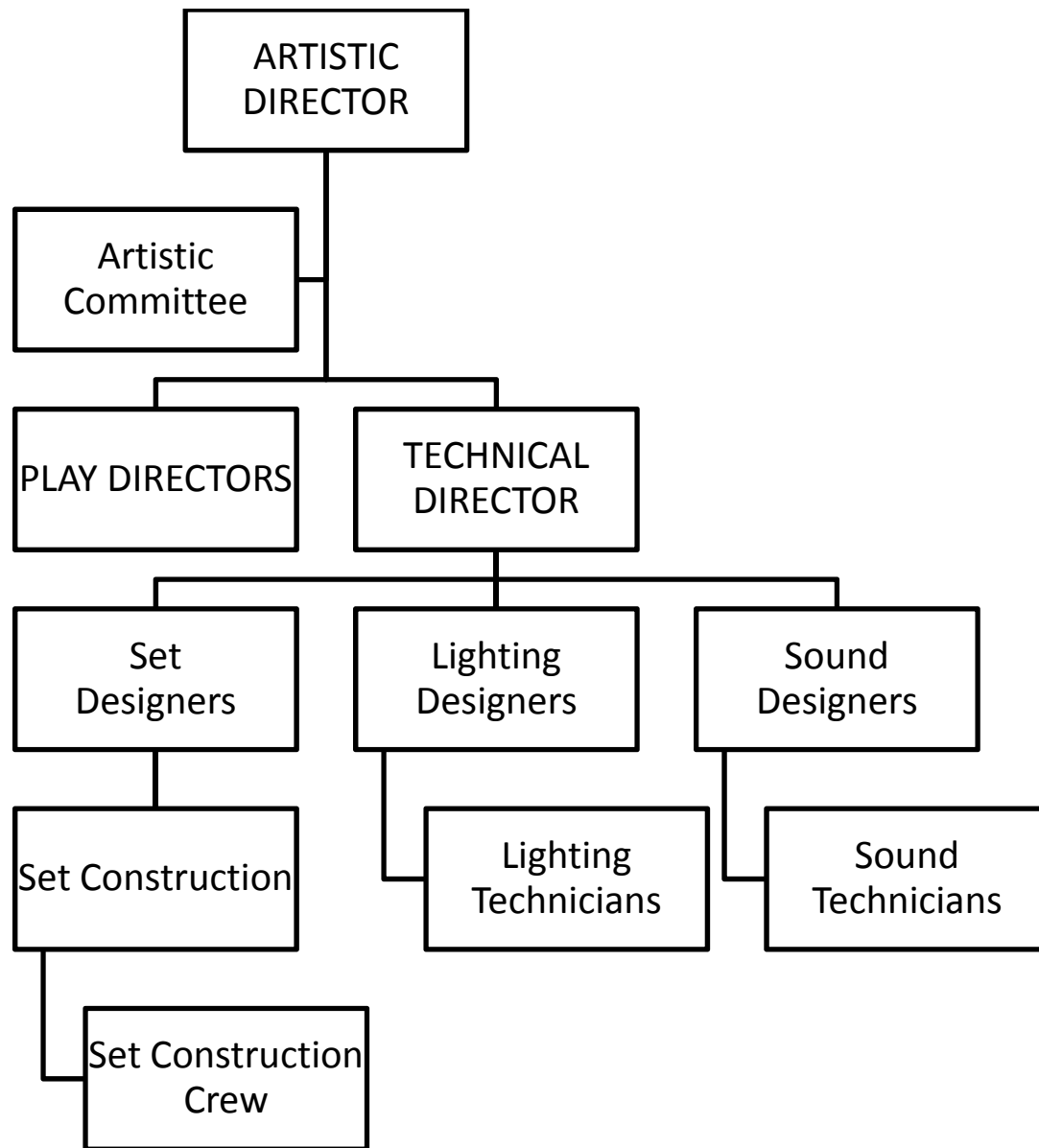
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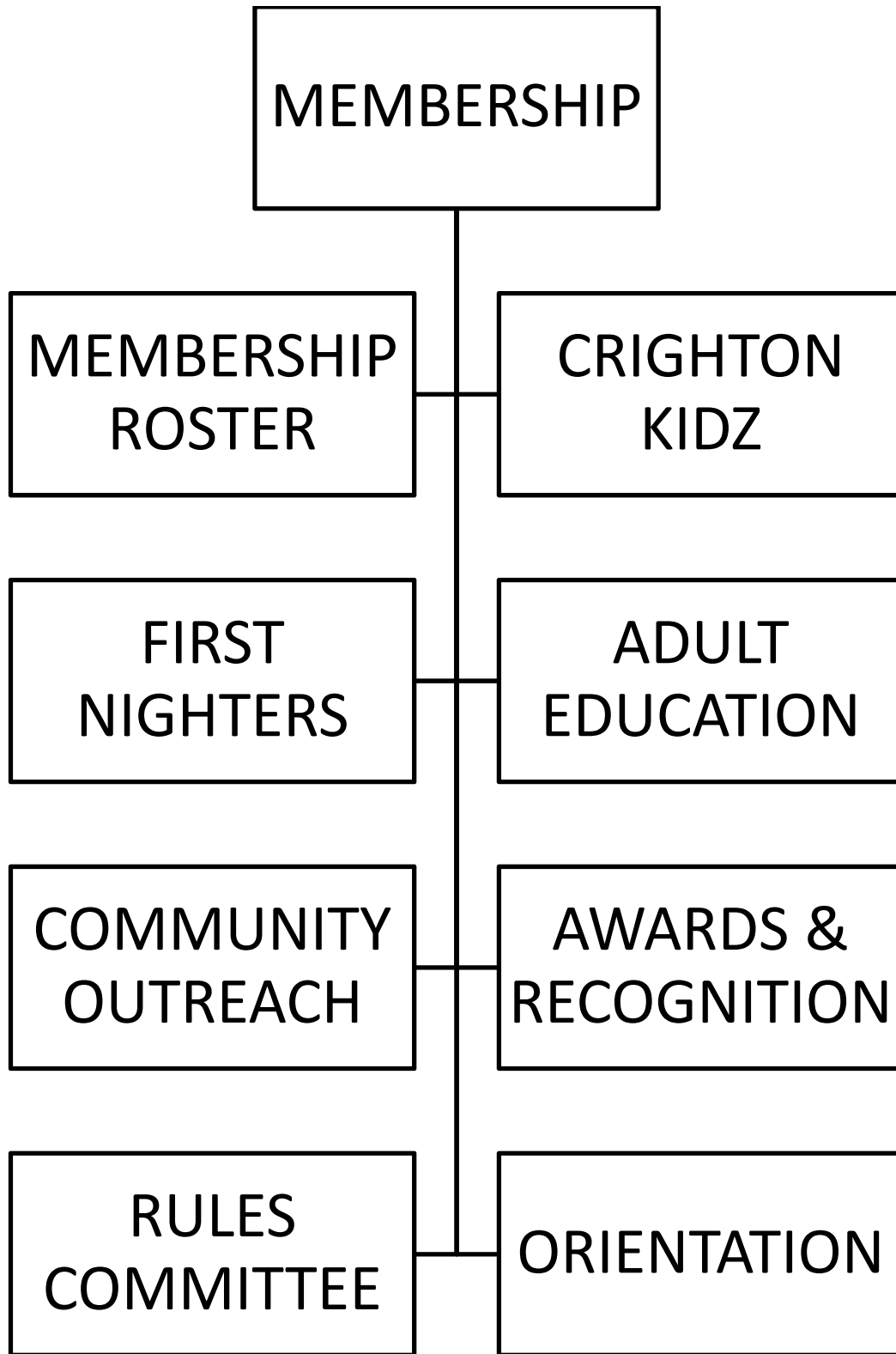


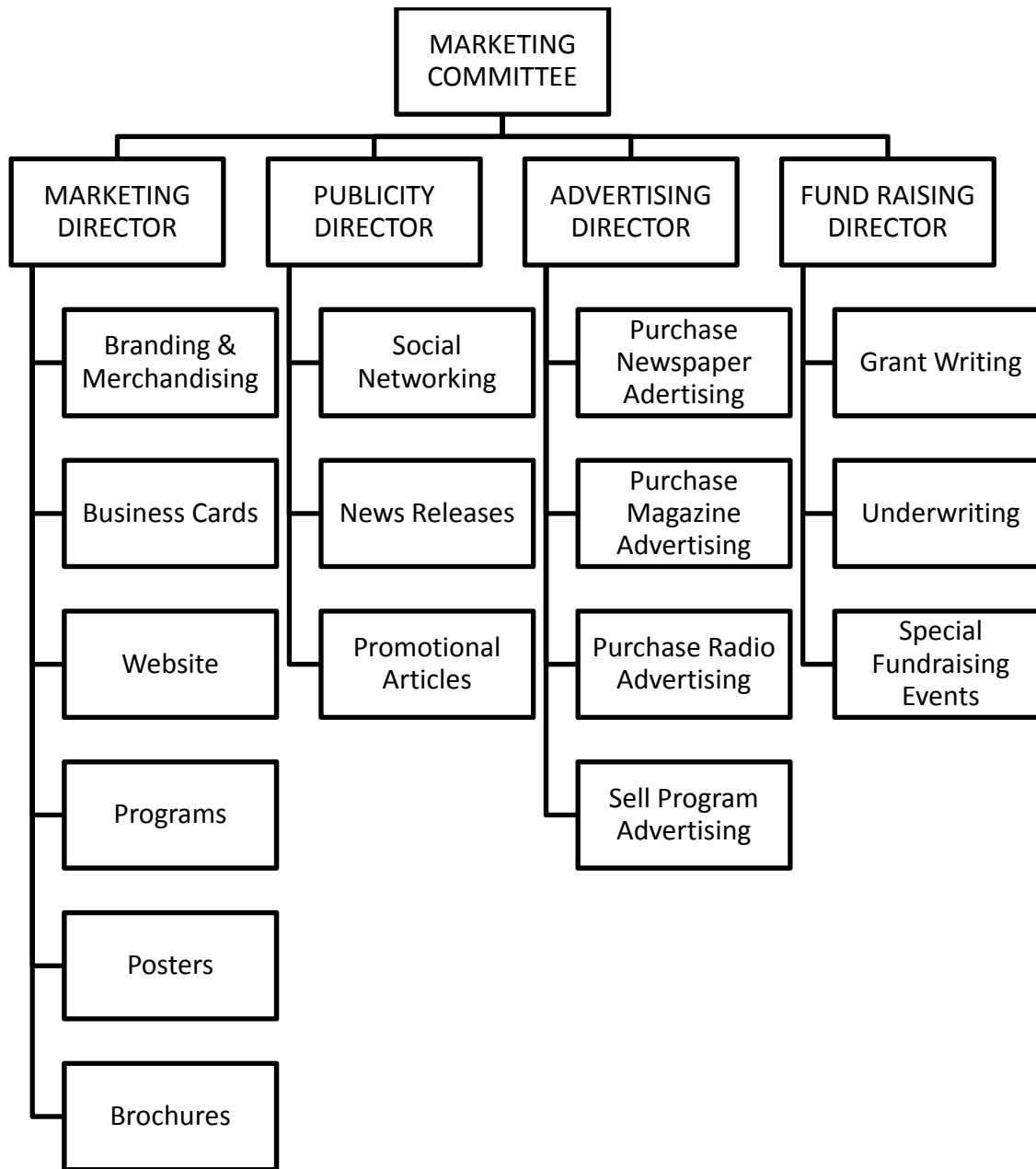
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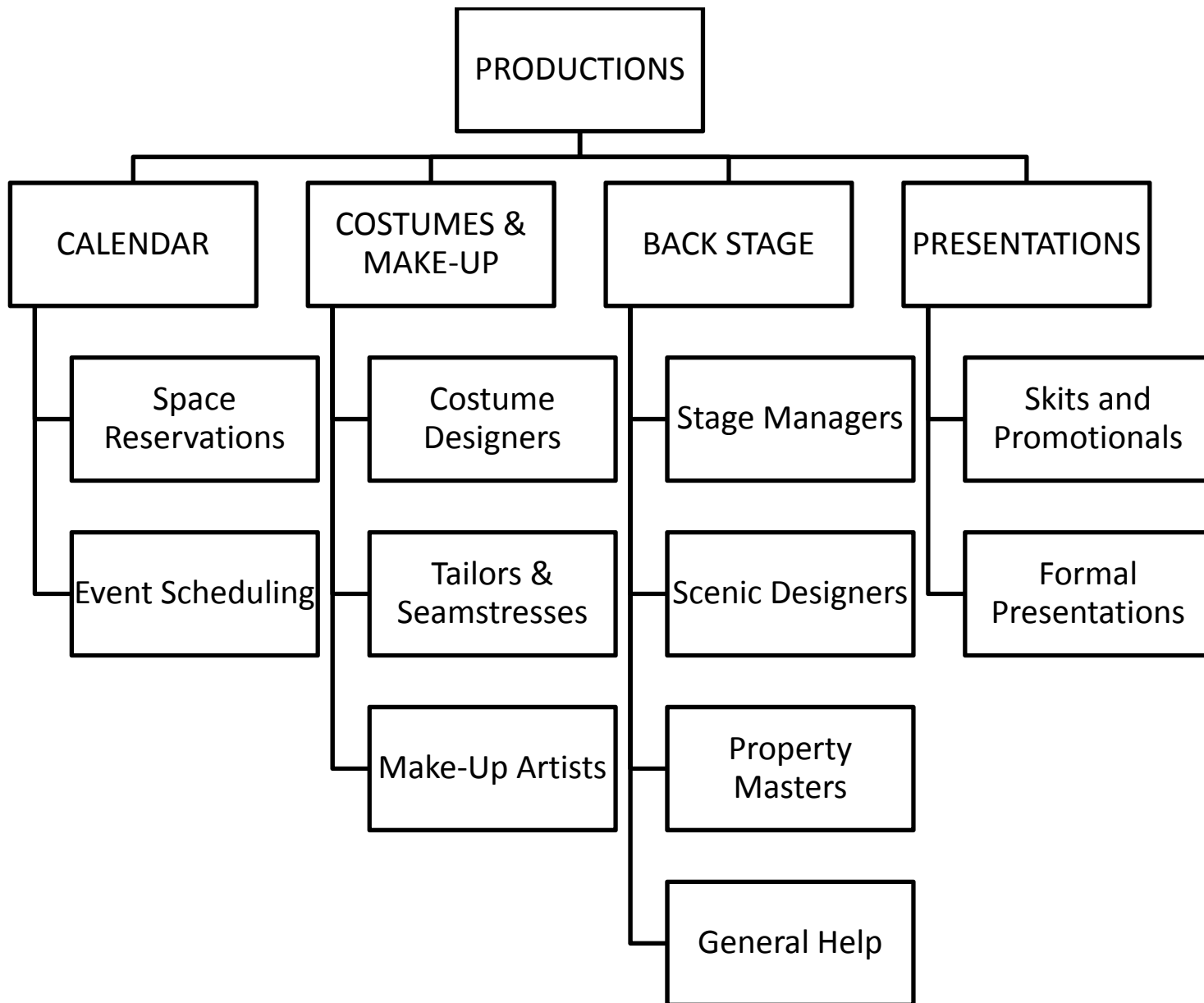












Crighton Players Job Description

Date: Mar 1, 2011

Title of the position

Theatre Manager

Reports to

Crighton Players Board of Directors Executive Committee
(per Art. IX Section 1 of the By-Laws)

Overall responsibility

Responsible for the overall day-to-day functioning of the organization and the coordination of all efforts made on behalf of the Crighton Players Organization. The Theatre Manager is the “face” of the organization and keeps the Board of Directors apprised of all matters concerning the theatre.

Key areas of responsibility

- Liaison between the Board of Directors and the City of Conroe (Landlord).
- Advises the Board of Directors in all matters of Theatre Operations.
- Responsible for effective scheduled use of available space. i.e. Stage, Lobby, Rehearsal Hall.
- Develops and assists in developing plans for future organizational purposes.

Consults with

- Board of Directors
- Committee Chairs
- Play Directors
- Volunteers

Term of employment

This is a paid contractual position, the terms of which are outlined in the contract as approved by the Crighton Players Board of Directors and as authorized by the Crighton Players By-Laws Article IX Section 1.

Qualifications

- Strong sense of community service
- Good communication skills
- Ability to work well with others and direct the work flow of subordinates and volunteers
- Must be a self-starter and have the ability to take initiative within the authority granted
- Must be able to help subordinates organize and staff their respective functions

Crighton Players Job Description

Date: Mar 1, 2011

Title of the position

Volunteer Coordinator

Reports to

Theatre Manager

Overall responsibility

Responsible for organizing the Crighton Players volunteers and structuring the volunteer committees and functions so that proper management and support can be maintained. Responsible for creating and updating the job descriptions for the THEATRE MANAGER, VOLUNTEER COORDINATOR, FRONT HOUSE COMMITTEE, ARTISTIC DIRECTOR, MEMBERSHIP COMMITTEE, MARKETING COMMITTEE, and PRODUCTION COMMITTEE. Responsible for recruiting committee chairs to serve on the above named committees and assisting them in organizing their subordinate committees and functions.

Key areas of responsibility

- Organizing and recruitment of upper level Committee Chairs.
- Confers with subordinate committee members at least quarterly
- Reports any changes to volunteer levels or functions to the Board of Directors

Consults with

- Theatre Manager
- Board of Directors
- Subordinate Committee Chairs

Term of employment

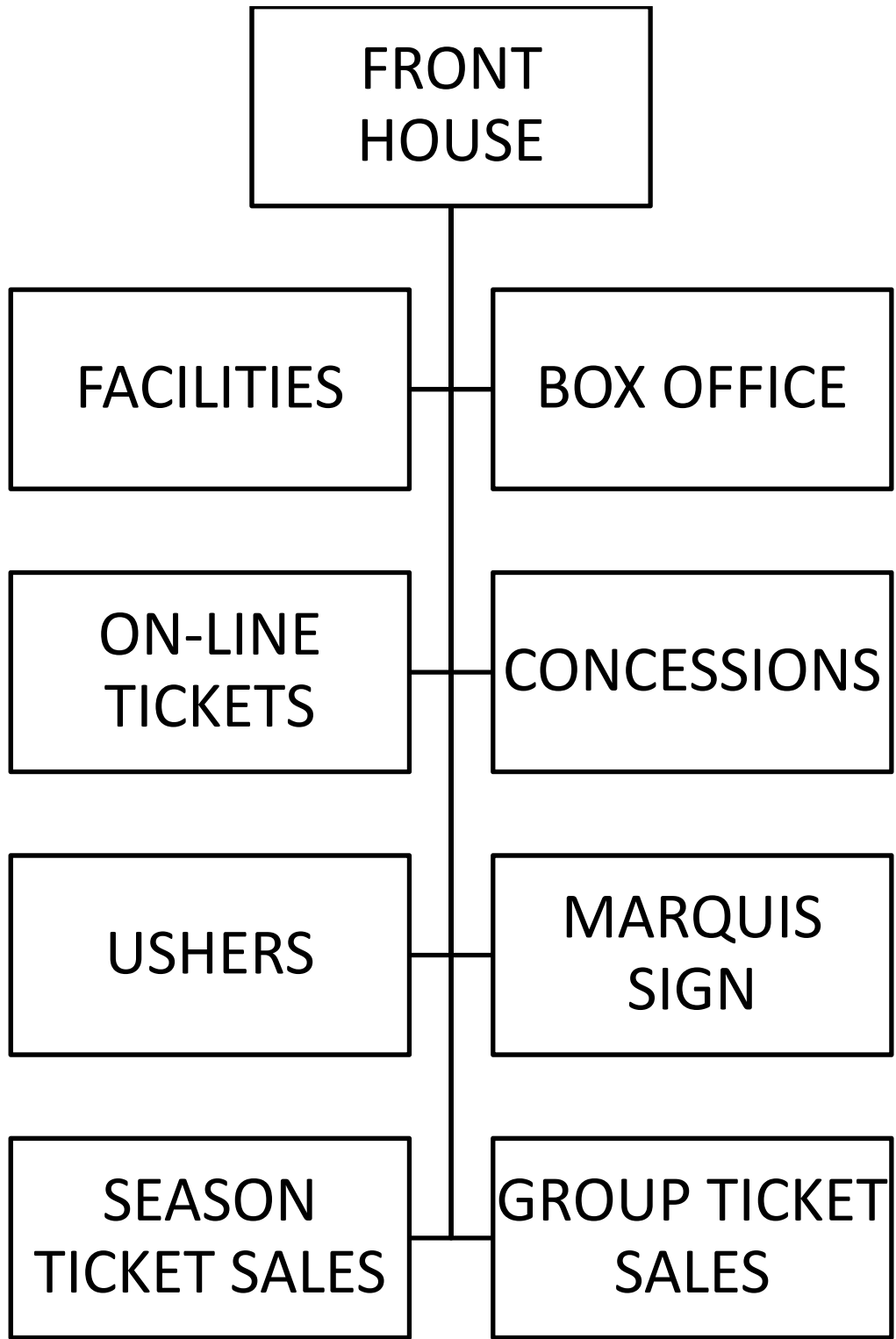
This is a non-paid voluntary position which serves at the pleasure of the Board of Directors President

Qualifications

- Strong sense of community service
- Good organizational skills
- Ability to work well with others
- Must be a self-starter and have the ability to take initiative within the authority granted
- Must be able to help subordinates organize and staff their respective functions

FRONT HOUSE





Crighton Players Job Description

Date: Mar 1, 2011

Title of the position

Front House Committee Chair

Reports to

Theatre Manager

Overall responsibility

Responsible for support and management of volunteer personnel in all phases of operations dealing with patron amenities and comfort. Takes direction from the Theatre Manager and is responsible for reporting all defects and needs concerning the facilities. Is responsible for ensuring an adequate number of volunteers are available for Box Office, Online Ticketing, Concession Stand, Ushers, Marquis Sign, Season Tickets, and Group Sales. Is responsible for maintaining budget restraints and limits as set by the Board of Directors and the Theatre Manager. Is responsible for creating and updating the job descriptions for all committees and functions under the Front House Committee.

Key areas of responsibility

- Gives updates to the Board of directors at their regularly scheduled meetings.
- Meets with subordinate committee members as needed.
- Keeps a roster and contact list of all volunteers and their functions under the committee
- Reports any changes to volunteer levels or functions to the Board of Directors

Consults with

- Volunteer Coordinator
- Theatre Manager
- Board of Directors President

Term of employment

This is a non-paid voluntary position which serves at the pleasure of the Board of Directors President

Qualifications

- Strong sense of community service
- Good organizational skills
- Ability to work well with others
- Must be a self-starter and have the ability to take initiative within the authority granted
- Must be able to help subordinates organize and staff their respective functions

Crighton Players Job Description

Date: Mar 1, 2011

Title of the position

Facilities Director

Reports to

Front House Committee Chair

Overall responsibility

Responsible for maintenance and upkeep of the physical building(s) and grounds owned or managed by the Crighton players, Inc. Responsible for facility cleanliness, maintenance and repairs. Responsible for any changes in appearance, changes in function or usage, signage, new construction or structural modifications, deconstructions or demolitions, AND recommendations to the Board of Directors for any changes. This does NOT include set constructions nor strikes. Responsible for ensuring no changes are made without Board and Landlord approval. Is responsible for maintaining budget restraints and limits as set by the Board of Directors and the Theatre Manager.

Key areas of responsibility

- Theatre cleanliness.
- Recommendations for improvements.
- Maintenance and repairs.
- Operation within budget restraints.

Consults with

- Front House Committee Chair
- Theatre Manager
- Board of Directors President

Term of employment

This is a non-paid voluntary position which serves at the pleasure of the Board of Directors President

Qualifications

- Knowledge of commercial facility maintenance requirements.
- Good sense of pride in quality workmanship.
- Must be a self-starter and have the ability to take initiative within the authority granted

Crighton Players Job Description

Date: Mar 1, 2011

Title of the position

Box Office Manager

Reports to

Theatre Manager

Overall responsibility

Responsible for managing the box office operations and for scheduling the box office sales staff. Responsible for patron ticket complaint resolutions, computer data entry, the organizations postal functions, training of the box office sales staff, and cashier functions such as bank deposits and expense reimbursements. Responsible for maintaining the list of Season Ticket Holders. Responsible for the recordings left for the public and for responding to messages left on the phone system. Ensures adequate supplies are on hand for Box Office efficiency. Is accountable for all money transactions to the organizations treasurer and has signature authority for check writing. Is responsible for maintaining budget restraints and limits as set by the Board of Directors and the Theatre Manager.

Key areas of responsibility

- Box Office Operations.
- Scheduling Box Office Staff.
- Data Entry.
- Check Writing.
- Patron Complaint Resolution.

Consults with

- Front House Committee Chair
- Theatre Manager
- Board of Directors Treasurer

Term of employment

This is a paid position which serves at the pleasure of the Theatre Manager.

Qualifications

- Good understanding of patron relations.
- Fair knowledge on basic computer programs such as, email and on-line ticketing programs.
- Good communicator
- Ability to train others
- Financially Trustworthy

Crichton Players Job Description

Date: Mar 1, 2011

Title of the position

Box Office Sales Clerk

Reports to

Box Office Manager

Overall responsibility

Responsible for manning the box office during scheduled hours. Responsible for ticket sales and processing. Responsible for computer data entry and other duties as may be assigned by the Box Office Manager. Is responsible for answering the phone and returning messages.

Key areas of responsibility

- Computer Data Entry.
- Patron Ticket Sales.
- Answering Phones and Returning Messages.

Consults with

- Box Office Manager
- Theatre Manager

Term of employment

This is a paid position which serves at the pleasure of the Theatre Manager.

Qualifications

- Good understanding of patron relations.
- Fair knowledge on basic computer programs such as, email and on-line ticketing programs.
- Good communicator
- Financially Trustworthy

Crighton Players Job Description

Date: Mar 1, 2011

Title of the position

On-Line Ticket Programmer

Reports to

Front House Committee Chair

Overall responsibility

Reviews contract agreements between on-line ticket software vendors and makes recommendations to the Board of Directors. Works with SABO or other on-line software programs to create and maintain on-line and box office ticketing solutions. Uses season information provided for and authorized by the Board of Directors to program our on-line ticketing program prior to each season.

Key areas of responsibility

- SABO (or other) on-line database ticketing software programming.
- Troubleshooting programming errors and software glitches.
- Work with software technical support to resolve on-line issues.

Consults with

- Front House Committee Chair
- On-line Software Technical Support Staff
- Board of Directors President

Term of employment

This is a non-paid voluntary position which serves at the pleasure of the Board of Directors President

Qualifications

- Good understanding of software programs designed for box office solutions.
- Ability to adapt on-line software solutions to our seasonal ticketing needs.

Title of the position

Concessions Manager

Reports to

Front House Committee Chair

Overall responsibility

Responsible for providing concessions to our patrons during intermission at each performance. Concessions may consist of assorted food, beverages, and/or merchandise. Responsible for development and implementation of a concession plan for the organization which includes purchasing supplies and inventory to operate. Responsible for training and recruiting volunteers to man the concession stand during the required times, or for outsourcing concessions if approved by the Board of Directors.

Key areas of responsibility

- Purchase concession supplies and products using theatre funds or concession profits as directed by the Front House Committee Chair.
- Provide receipts and accounting for all expenditures and profits.
- Provide, train, and schedule volunteers to man the concession stand during intermissions.

Consults with

- Front House Committee Chair
- Volunteer Coordinator

Term of employment

This is a non-paid voluntary position which serves at the pleasure of the Board of Directors President.

Qualifications

- Ability to recruit and train volunteers
- Ability to manage a small retail operation

Title of the position

Ushers Director

Reports to

Front House Committee Chair

Overall responsibility

Ushers are responsible for the safe seating of our patrons at each performance. They are responsible for checking admissions, distributing programs, showing or assisting patrons to their seats if needed, and for enforcing the theatre's standards regarding food, beverage, or distractions and annoyances inside the auditorium. Ushers are also responsible for assisting patrons exit in an emergency and the head usher is responsible for calling for outside assistance if needed in a medical or other emergency. After each performance ushers police the auditorium for loose programs, ticket stubs, and trash. The Director is responsible training and recruiting volunteers to usher for each performance.

Key areas of responsibility

- Ensure the safety and comfort of our patrons.
- Provide assistance in emergencies.
- Distribute programs to our patrons and police the auditorium floor after the performance.

Consults with

- Front House Committee Chair
- Volunteer Coordinator

Term of employment

This is a non-paid voluntary position which serves at the pleasure of the Board of Directors President.

Qualifications

- Ability to recruit and train volunteers

Title of the position

Marquis Sign Programmer

Reports to

Front House Committee Chair

Overall responsibility

Responsible for programming the electronic sign above the entrance to the theatre.

Key areas of responsibility

- Provide content for passers-by in advertisement of our shows and events.

Consults with

- Front House Committee Chair

Term of employment

This is a non-paid voluntary position which serves at the pleasure of the Board of Directors President.

Qualifications

- Ability to effectively advertise our shows and events using short phrases and electronic display methods.

Crighton Players Job Description

Date: Mar 1, 2011

Title of the position

Season Ticket Sales Director

Reports to

Front House Committee Chair

Overall responsibility

Reviews current season ticket sales levels and sets sales goals prior to the new season. Develops a sales program for the purpose of increasing our season ticket patron base to reach desired goals. Evaluates current sales efforts and recommends alternatives which may be beneficial to increase ticket sales. Works with other committees to obtain materials, and assistance which may increase sales. Recruits and trains volunteers to help sell our season tickets.

Key areas of responsibility

- Sell season tickets.
- Develop a “PASSIVE” season ticket sales program prior to each season.
- Develop an “ACTIVE” season ticket sales program prior to each season.
- Recruit and train volunteers to help sell season tickets.

Consults with

- Front House Committee Chair
- Volunteer coordinator
- Crighton Players Board President

Term of employment

This is a non-paid voluntary position which serves at the pleasure of the Board of Directors President.

Qualifications

- Ability to effectively sell season tickets.
- Ability to effectively recruit and train volunteers

Crighton Players Job Description

Date: Mar 1, 2011

Title of the position

Group Ticket Sales Director

Reports to

Front House Committee Chair

Overall responsibility

Contacts and sells tickets to organizations and groups who may have an interest in purchasing tickets in quantity at a discounted price.

Key areas of responsibility

- Developing a patron base of groups who buy 10 or more ticket to our shows.

Consults with

- Front House Committee Chair
- Crighton Players Board President

Term of employment

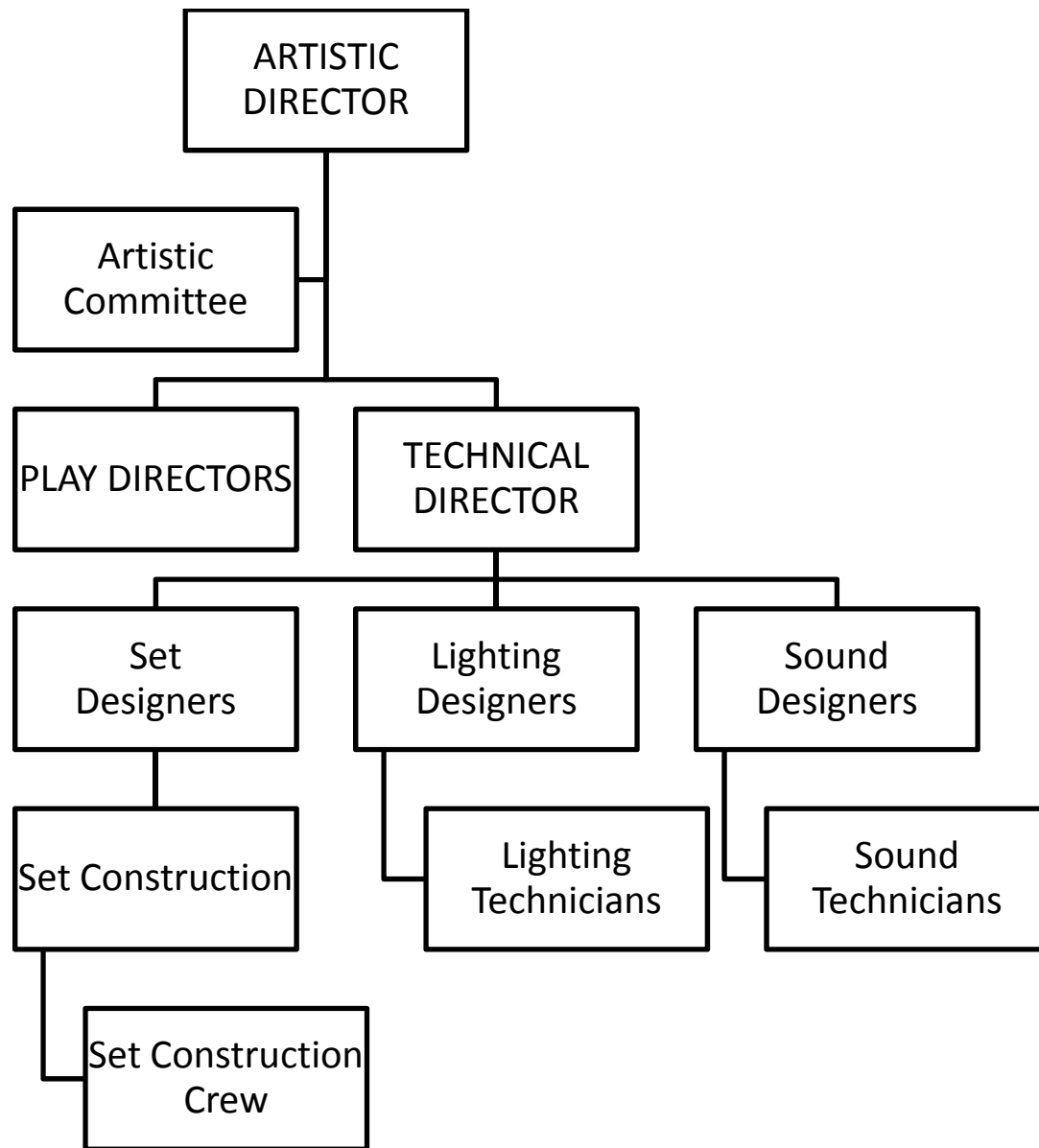
This is a non-paid voluntary position which serves at the pleasure of the Board of Directors President.

Qualifications

- Ability to effectively sell to groups and organizations.
- Ability to effectively represent our product.

ARTISTIC DIRECTOR





Title of the position

Artistic Director

Reports to

Board of Directors

Overall responsibility

The Artistic Director is the individual with the over-arching artistic control of the theatre's production choices, directorial choices, and overall artistic vision. The artistic director is appointed by and serves at the pleasure of the Crighton Players Board of Directors. The Artistic Director of the Crighton Players organization is responsible for planning the theatre's season. The artistic director's responsibilities include but are not limited to choosing the material staged in a season, the selecting of directors for each production, and other theatre management tasks. He or she may also direct productions for the company. The Artistic Director also functions as a resource for the play directors who are working to mount productions at the theatre and can provide support, counsel, and/or artistic input where needed. The Artistic Director may be called to assume the production should the director become unable to complete his/her duties.

Key areas of responsibility

- Assembling and heading a committee to assist in the research of possible productions.
- Chairing the Play Directors Committee.
- Selecting the Season
- Selecting the Directors for each selected production in the Season.
- Supporting and advising the play director of each show.
- Supervising the Organization's Technical Director.

Consults with

- Board of Directors
- Play Directors
- Theatre Manager

Term of employment

This is a non-paid voluntary position which serves at the pleasure of the Board of Directors

Qualifications

- Good knowledge of available plays for a community theatre setting.
- Good knowledge of the capabilities of each Crighton Player Play Director.
- Ability to recruit qualified volunteers
- Good knowledge of community standards and production desires.
- Ability to work well with play directors
- Must be a self-starter and have the ability to take initiative within the authority granted
- Must be able to help subordinates organize and staff their respective functions

Title of the position

Artistic Committee Member

Reports to

Artistic Director

Overall responsibility

Recommends plays to be considered for an upcoming season. Researches plays for their availability and appropriateness for our audience demographic as well as research for special cost considerations such as special royalty fees, special costuming or prop requirements and set piece requirements. While the overall selection of plays and directors remains with the artistic director, the research and recommendations by committee members is very important to the overall season end product.

Key areas of responsibility

- Play recommendations.
- Play research.

Consults with

- Artistic Director

Term of employment

This is a non-paid voluntary position which serves at the pleasure of the Artistic Director.

Qualifications

- Knowledge of a good variety of professional and community theatre plays.
- Good research skills.
- Good communications skills.
- Team player.

Title of the position

Play Director

Reports to

Artistic Director

Overall responsibility

Responsible for recruiting and supervising a crew to support a production. Responsible for recruiting and directing a cast which is representative of the requirements of the selected production. Responsible for the quality of entertainment the selected production has for our audience. This includes overseeing and coordinating the set design, technical, props, set pieces, auditions, rehearsals and strike. Responsible for keeping the production within the limits of budget restraints.

Key areas of responsibility

- Pre-production planning.
- Auditions and cast selections.
- Rehearsal schedules and progress.
- Coordination of scheduled requirements like promo photos, bio information, etc.
- Production presentation.
- Return of all required items to original sources.

Consults with

- Artistic Director
- Crew (costumes, props, stage managers, technicians, etc.)

Term of employment

This is a non-paid voluntary position which serves at the pleasure of the Board of Directors.

Qualifications

- Ability to plan, organize, and instruct.
- Knowledge of blocking requirements of the venue.
- Ability to encourage and help develop the acting skills of those cast.
- Ability to work well with others and respond positively to criticism.

Title of the position

Technical Director

Reports to

Artistic Director

Overall responsibility

It is a Technical Director's job to make sure the technical equipment in the theatre is functional, maintained and safe. The Technical Director is responsible for the overall organization of the technical production process. Duties included are generating necessary working drawings for construction (in conjunction with a design person or play director); budget estimations; materials research and purchasing; scheduling and supervising build crews; coordinating put-ins; handling conflicts that arise between different departments; and organizing the strike and clean-up for that production. The Technical Director is also responsible for adequate personnel for Lighting and Sound Design and for Lighting and Sound console operators.

Key areas of responsibility

- Reviews set designs, lighting plots, and sound designs for each production and reviews them with the Play Director, Artistic Director, and subordinate staff.
- Provides an adequate list of qualified volunteers to man lighting and sound production needs.
- Reports any changes to volunteer levels or functions to the Volunteer coordinator

Consults with

- Volunteer Coordinator
- Play Directors

Term of employment

This is a non-paid voluntary position which serves at the pleasure of the Board of Directors
President

Qualifications

- Knowledge of the layout and limitations of the Venue
- Good organizational skills
- Ability to recruit qualified volunteers
- Ability to work well with play directors
- Must be a self-starter and have the ability to take initiative within the authority granted
- Must be able to help subordinates organize and staff their respective functions

Title of the position

Set Designer

Reports to

Technical Director

Overall responsibility

Responsible for designing a set that can be effectively built for the performance space which adequately represents the intentions of the selected production and which maximizes the visual angles it can be viewed at by our audience.

Key areas of responsibility

- Pre-production planning.
- Building a set model and/or diagram.
- Maximizing stage or acting space for best effect.

Consults with

- Technical Director
- Artistic Director
- Play Director

Term of employment

This is a non-paid voluntary position which serves at the pleasure of the Artistic Director.

Qualifications

- Ability to plan, organize, and instruct.
- Knowledge of blocking requirements of the venue.

Title of the position

Set Construction Chief

Reports to

Technical Director

Overall responsibility

Responsible for building a set for the specific needs of a selected production. The Chief is responsible for recruiting or providing any necessary qualified manpower to ensure the safe erection of the set. The Chief is responsible for ensuring the set building space is kept clean and neat and that materials are saved and stored appropriately.

Key areas of responsibility

- Pre-production planning.
- Construction of Walls, Stairs, Doorways, framing, and Special Set Pieces.

Consults with

- Technical Director
- Set Designer
- Artistic Director
- Play Director

Term of employment

This is a paid position which serves at the pleasure of the Board of Directors.

Qualifications

- Ability to plan, organize, and do quality carpentry work.
- Knowledge of blocking requirements of the venue.
- Ability to recruit and supervise helpers.

Title of the position

Lighting Designer

Reports to

Technical Director

Overall responsibility

Responsible for creating the lighting effects for a production based on the requirements set by the script and by the play director. The designer's responsibilities include safeguarding and inventory of Crichton Players lighting equipment, setting and positioning the lighting fixtures, minor repairs to lighting equipment, programming the cues and effects into the lighting computer (light board).

Key areas of responsibility

- Pre-production planning.
- Setting light positions and controls.
- Programming cues and creating special lighting effects.

Consults with

- Technical Director
- Artistic Director
- Play Director

Term of employment

This is a non-paid position which serves at the pleasure of the Artistic Director.

Qualifications

- Ability to work with our current lighting equipment and materials.
- Knowledge of scene lighting requirements of the venue and various sets.
- Ability to train light board operators.

Title of the position

Light Board Operator

Reports to

Stage Manager

Overall responsibility

Responsible for operating the Light Board (lighting computer) in our tech booth. The light board operator may become involved with a production as late as the week prior to the show's opening, but from that time on shall be present at all rehearsals which require technical lighting support and for each production.

Key areas of responsibility

- Follow script and stage manager directions.
- Operate the Light Board Computer.
- Programming cue changes if required.

Consults with

- Lighting Designer
- Artistic Director
- Play Director
- Stage Manager

Term of employment

This is a non-paid position which serves at the pleasure of the Play Director.

Qualifications

- Reliability and willingness to follow Stage Manager Directions for a production.

Title of the position

Sound Designer

Reports to

Technical Director

Overall responsibility

Responsible for creating the sound effects for a production based on the requirements set by the script and by the play director. The designer's responsibilities include safeguarding and inventory of Crichton Players sound equipment, setting and positioning the audio equipment and speakers, minor repairs to sound equipment, programming the cues and effects into the sound computer (sound board).

Key areas of responsibility

- Pre-production planning.
- Setting sound audio levels and controls.
- Programming cues and creating special sound effects.

Consults with

- Technical Director
- Artistic Director
- Play Director

Term of employment

This is a non-paid position which serves at the pleasure of the Artistic Director.

Qualifications

- Ability to work with our current sound equipment and materials.
- Knowledge of scene sound requirements and requirements of the venue and various sets.
- Ability to train sound board operators.

Title of the position

Sound Board Operator

Reports to

Stage Manager

Overall responsibility

Responsible for operating the Sound Board (sound computer) in our tech booth. The sound board operator may become involved with a production as late as the week prior to the show's opening, but from that time on shall be present at all rehearsals which require technical sound support and for each production.

Key areas of responsibility

- Follow script and stage manager directions.
- Operate the Sound Board Computer.
- Programming cue changes if required.

Consults with

- Sound Designer
- Artistic Director
- Play Director
- Stage Manager

Term of employment

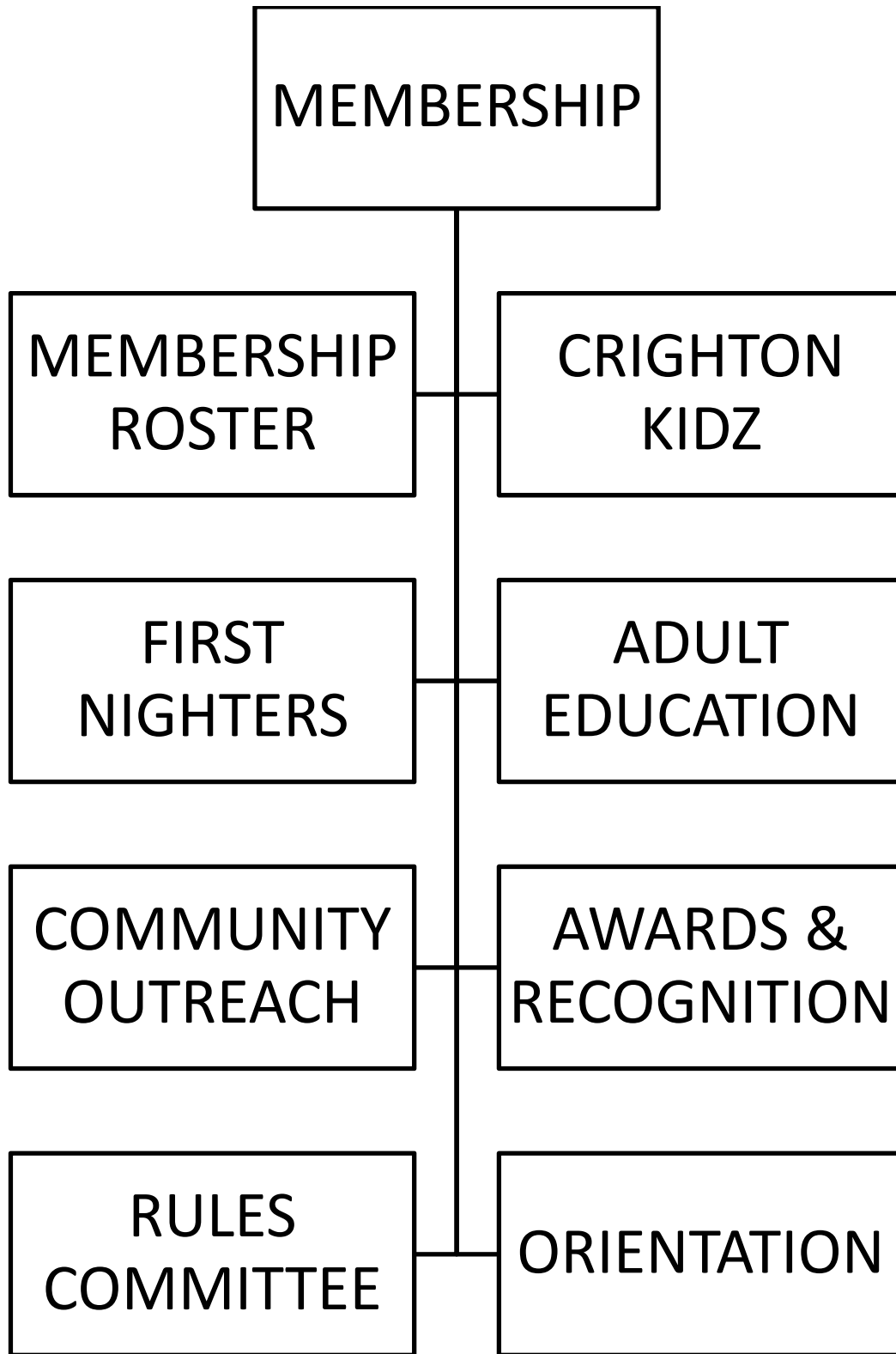
This is a non-paid position which serves at the pleasure of the Play Director.

Qualifications

- Reliability and willingness to follow Stage Manager Directions for a production.

MEMBERSHIP





Crighton Players Job Description

Date: Mar 1, 2011

Title of the position

Membership Committee Chair

Reports to

Theatre Manager

Overall responsibility

Responsible for keeping a MEMBERSHIP ROSTER of active members and validating membership for the purpose of voting eligibility at the Annual General Membership Meeting and called membership meetings. Responsible for coordination and liaison between the Board of Directors and the Executive Director of the Crighton Kids. Responsible for the FIRST NIGHTERS Program, ADULT EDUCATION, COMMUNITY OUTREACH, AWARDS & RECOGNITION for our volunteers and for RULES COMMITTEE. Responsible for all areas concerning membership morale and education. Responsible for maintaining budget restraints and limits as set by the Board of Directors and the Theatre Manager.

Key areas of responsibility

- Updates the Board of Directors at their regular monthly business meetings
- Maintains a Roster of active members
- Oversees the First Nighter Program.
- Liaison between the Crighton Kidz and the Board
- Schedules Awards functions and adult education classes
- Creates events to facilitate community outreach.
- Recommends By-Laws and Standing Rule changes for the Board of Directors to consider.

Consults with

- Volunteer Coordinator
- Theatre Manager
- Board of Directors President

Term of employment

This is a non-paid voluntary position which serves at the pleasure of the Board of Directors President

Qualifications

- Strong sense of community service
- Good organizational skills
- Ability to work well with others
- Must be a self-starter and have the ability to take initiative within the authority granted.

Crighton Players Job Description

Date: Mar 1, 2011

Title of the position

Membership Roster Custodian

Reports to

Membership Committee Chair

Overall responsibility

Responsible for creating, and maintaining a Crighton Players membership database. Responsible for ensuring only voting members are issued ballots at meetings where membership elections are held.

Key areas of responsibility

- Database Management.
- Ballot creation and control.

Consults with

- Volunteer Coordinator
- Membership Committee Chair
- Board of Director President

Term of employment

This is a non-paid position which serves at the pleasure of the Membership Committee Chair.

Qualifications

- Knowledge of computer database programs.

Title of the position

Crighton Kidz Executive Director

Reports to

Membership Committee Chair

Overall responsibility

Responsible for creating, and administering the children's program of the Crighton Players. Responsible for hiring co-instructors and teacher's aides as needed based on attendance and tuitions. Responsible for providing at least one showcase vehicle for the children to have hands on experience in front of a live audience. Responsible for staying within budget constraints as may be required by the Board of Directors.

Key areas of responsibility

- Hiring subordinate instructors and assistants.
- Collecting tuitions and staying within budget constraints.
- Teaching children live theatre arts, including audition preparation and acting skills.
- Directing at least one live performance of students per season.
- Gives updates on the program to the Crighton Players Board of Directors.

Consults with

- Volunteer Coordinator
- Membership Committee Chair
- Board of Director President

Term of employment

This is a paid position which serves at the pleasure of the Board of Directors.

Qualifications

- Organizational and teaching skills.
- Management skills.
- Acting and Directing knowledge.

Title of the position

Crighton Kidz Instructor

Reports to

Crighton Kidz Executive Director

Overall responsibility

Responsible for teaching children the theatre arts, including how to prepare for auditions, how to move on stage, and how to develop a character. Direct or assist in the direction of the children in a live performance to showcase their learned skills in front of a live audience.

Key areas of responsibility

- Teaching children how to act on stage.
- Teaching children how to prepare for an audition or role.

Consults with

- Crighton Kidz Executive Director

Term of employment

This is a paid position which serves at the pleasure of the Crighton Kidz Executive Director.

Qualifications

- Teaching children skills.
- Acting and Directing knowledge.

Crighton Players Job Description

Date: Mar 1, 2011

Title of the position

Crighton Kidz Teachers Aide

Reports to

Crighton Kidz Executive Director

Overall responsibility

Responsible for assisting the instructor who is teaching children the theatre arts, including how to prepare for auditions, how to move on stage, and how to develop a character. Assist the director in the direction of the children in a live performance to showcase their learned skills in front of a live audience.

Key areas of responsibility

- Teaching children how to act on stage.
- Teaching children how to prepare for an audition or role.

Consults with

- Crighton Kidz Executive Director

Term of employment

This is a paid position which serves at the pleasure of the Crighton Kidz Executive Director.

Qualifications

- Teaching children skills.
- Acting and Directing knowledge.

Title of the position

First Nighters Committee Chair

Reports to

Membership Committee Chair

Overall responsibility

Responsible for creating and maintaining a program which encourages supporters to attend the opening performance of each show in our regular season and to meet and mingle with our actors after the performance. The committee chairperson is responsible for recruiting and training volunteers to help set up, cater and strike any preparations that are made for parties or events.

Key areas of responsibility

- Knowledge of food and beverage in a catering environment.
- Create a theme or reference appropriate to the on stage production.

Consults with

- Volunteer Coordinator
- Membership Committee Chair

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Crighton Players Board of Directors President.

Qualifications

- Good organization skills.
- Good catering knowledge.
- Ability to recruit and train helpers.

Crighton Players Job Description

Date: Mar 1, 2011

Title of the position

First Nighters Committee Member

Reports to

First Nighters Committee Chair

Overall responsibility

Responsible for helping to formulate the specific plans for each opening night party or event for the first night patrons. Responsible for providing manpower for serving food and beverages, setting up and dismantling tables, etc.

Key areas of responsibility

- Help set up and prepare food and beverages for first night supporters.

Consults with

- First Nighters Committee Chair

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the First Nighters Committee Chair.

Qualifications

- Willingness to help and be available.

Title of the position

Adult Education Director

Reports to

Membership Committee Chair

Overall responsibility

Responsible for developing and implementing a program which encourages our membership to enroll and take part in adult acting and theatre classes. The purpose of this is not just to increase the skill level of our already talented acting base, but to encourage participation and membership camaraderie. Responsible for researching interesting and germane subjects to be taught, contracting successful outside instructors with competent resume credentials and promoting the classes within and outside of our organization.

Key areas of responsibility

- Organize and schedule adult education classes.
- Bring in talented instructors from outside sources.
- Create pricing schedules and discounts for members.
- Create a “members first” procedure.
- Promote the classes

Consults with

- Official Calendar
- Membership Committee Chair

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Membership Committee Chair.

Qualifications

- Ability to organize
- Ability to research and select interesting material.
- Ability to promote an idea and impliment a successful plan.

Title of the position

Community Outreach Coordinator

Reports to

Membership Committee Chair

Overall responsibility

Basically, Community Outreach is simply helping others in our community by offering our resources, be that volunteer time or money. If we collect food items during a production for goodwill, that is outreach. If we provide a scholarship to an underprivileged child, that is outreach. The Community Outreach Coordinator is responsible for planning and implementing at least one program per season which will benefit someone or some group in our community.

Key areas of responsibility

- Organize, plan and coordinate with others, (i.e. play directors, committee chairs, etc.).
- Track success or failures and report to the Board of Directors on the program.

Consults with

- Membership Committee Chair
- Volunteer Coordinator
- Play Directors

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Board of Directors President.

Qualifications

- Ability to organize
- Ability to find worthwhile community projects where we can make a difference.
- Ability to promote an idea and implement a successful plan.

Title of the position

Awards and Recognition Committee Chair

Reports to

Membership Committee Chair

Overall responsibility

Responsible for recruiting committee members interested in creating and promoting good membership morale. Responsible for planning at least one membership event per season where members are recognized for their service to the organization. Responsible for creating categories to be recognized and selecting the types of awards and the number of awards to be given out. Responsible for creating and implementing a method of choosing the members that receive awards and recognition.

Key areas of responsibility

- Organize, plan and coordinate with others, (i.e. play directors, committee chairs, etc.).

Consults with

- Membership Committee Chair
- Volunteer Coordinator
- Play Directors

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Membership Committee Chair.

Qualifications

- Ability to organize
- Ability to promote an idea and implement a successful plan.

Title of the position

Rules Committee Chair

Reports to

Membership Committee Chair

Overall responsibility

Responsible for recruiting committee members interested in reviewing and recommending By-Law and Rules adoptions and changes. Responsible for reviewing the Crighton Players Standing Rules and By-Laws at the start of each season for applicability and appropriateness. Responsible for presenting to the Board any proposed changes that should be considered by the Board or the Membership for implementation prior to the next season.

Key areas of responsibility

- Review current By-Laws and Standing Rules.
- Recommend new By-Laws and Standing Rules or any changes desired.
- Assist with presentations to the Board or Membership.

Consults with

- Membership Committee Chair
- Crighton Players Board of Directors President
- Artistic Director

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Membership Committee Chair.

Qualifications

- Ability to analyze and interpret rules and by-laws.
- Ability to promote an idea and present it to our membership.

Title of the position

Orientation Instructor

Reports to

Membership Committee Chair

Overall responsibility

Responsible for contacting new and prospective participating members and orienting them on available volunteering opportunities, assigning them a sponsor (someone who has been involved with the Players who can show them the ropes) and welcome them as members.

Key areas of responsibility

- Prepare and present a welcoming orientation.
- Assign a sponsor who will help acclimate the new member and introduce them around.

Consults with

- Volunteer Coordinator
- Membership Committee Chair

Term of employment

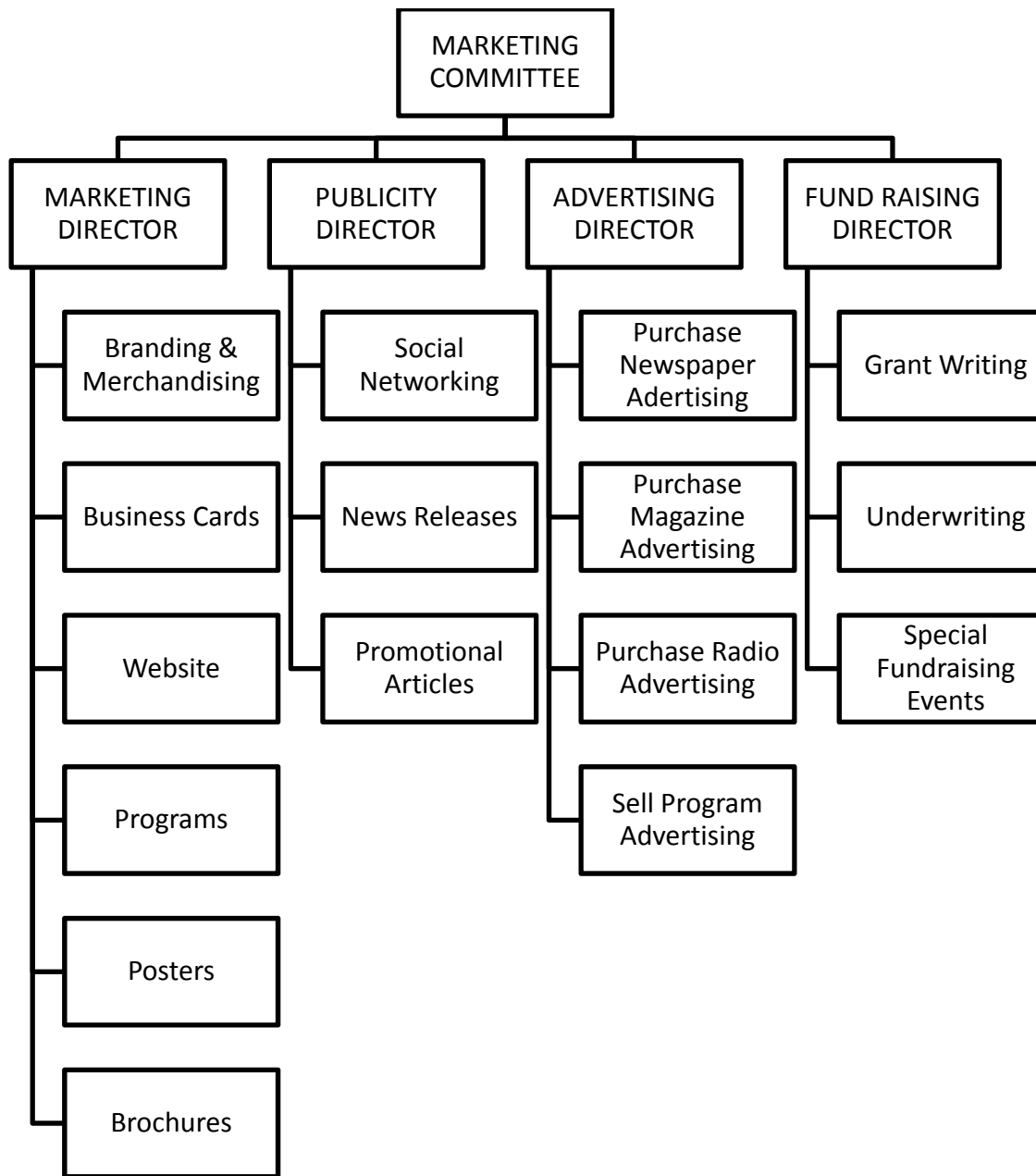
This is a non-paid volunteer position which serves at the pleasure of the Membership Committee Chair.

Qualifications

- Winning personality.
- Eagerness to meet new people who want to join our group.

MARKETING





Title of the position

Marketing Committee Chair

Reports to

Theater Manager

Overall responsibility

Manages and coordinates volunteers in subordinate committees and functions. Responsible for creating an excitement and desire for the community to see our productions. Responsible for MARKETING, PUBLICITY, ADVERTISING, and FUND RAISING and their subordinate committees and functions. Responsible for maintaining budget restraints and limits as set by the Board of Directors and the Theatre Manager.

Key areas of responsibility

- Updates the Board of Directors at their regular monthly business meetings.
- Meets with subordinate committee members as needed.
- Keeps a roster and contact list of all volunteers and their functions under the committee.
- Reports any changes to volunteer levels or functions to the Volunteer coordinator.

Consults with

- Volunteer Coordinator
- Theatre Manager
- Board of Directors President

Term of employment

This is a non-paid voluntary position which serves at the pleasure of the Board of Directors President

Qualifications

- Strong sense of community service
- Good organizational skills
- Ability to work well with others
- Must be a self-starter and have the ability to take initiative within the authority granted
- Must be able to help subordinates organize and staff their respective functions

Title of the position

Marketing Director

Reports to

Marketing Committee Chair

Overall responsibility

Responsible for BRANDING & MERCHANDISING, BUSINESS CARDS, WEBSITE, PLAY PROGRAMS, POSTERS, and SEASONAL BROCHURES. Responsible for recruiting volunteers for these functions and coordinating efforts with the other Marketing Directors (Publicity, Advertising, and Fund Raising) for an effective community presence.

Key areas of responsibility

- Recruiting volunteers for functions.
- Meeting with subordinate volunteers so efforts can be coordinated and synergistic.
- Follow up to make sure deadlines are kept.

Consults with

- Marketing Committee Chair
- Publicity Director
- Advertising Director
- Fund Raising Director
- Volunteer Coordinator

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Board of Directors President.

Qualifications

- Ability to recognize strengths and weaknesses in subordinate functions.
- Ability to work within deadlines for printed material.
- Ability to inspire others to improve and keep marketing materials fresh and interesting.

Title of the position

Branding & Merchandising Director

Reports to

Marketing Director

Overall responsibility

Responsible for making and keeping the “Owen Theatre” and “Crighton Players” household words in the community. Responsible for creating and recommending a plan which, once approved by the Board of Directors, is implemented and operated within budget constraints and which allows for the Crighton Players logo and references to be placed on merchandise given or sold to the public.

Key areas of responsibility

- Creating and recommending a plan of action.
- Putting our logo on items given or sold to patrons and supporters.
- Coordinating with concessions and other functions to display and sell merchandise.

Consults with

- Marketing Director
- Concessions Director, and other presenters (i.e. presentations, group sales, etc.)
- Advertising Director
- Fund Raising Director
- Volunteer Coordinator

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Marketing Director.

Qualifications

- Ability to organize and distribute logo merchandise.
- Ability to work well with others.
- Ability to recruit volunteer helpers.

Title of the position

Business Card Marketer

Reports to

Marketing Director

Overall responsibility

Responsible for developing a standardized Owen Theatre/Crichton Players business card for key individuals. Key personnel who should have business cards are, Theatre Manager, Marketing Director, Publicity Director, Advertising Director, Fund Raising Director and anyone else in the organization who has a function of interacting with vendors and businesses who may purchase from us or donate to us.

Key areas of responsibility

- Creating a standard look and form for our organization's business cards.
- Ordering and coordinating the purchase and distribution of our business cards.
- Standardizing the information which should be on each card (i.e. box office #, website url, etc.).

Consults with

- Marketing Director
- Theatre Manager
- Advertising Director
- Fund Raising Director

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Marketing Director.

Qualifications

- Ability to design effectively.
- Ability to organize and distribute supplies.

Title of the position

Webmaster

Reports to

Marketing Director

Overall responsibility

Responsible for developing and maintaining an organizational website.

Key areas of responsibility

- Website Design.
- Website Maintenance.
- Keeping the website information up to date and relevant.

Consults with

- Theatre Manager
- Board President
- Marketing Director

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Board of Directors President.

Qualifications

- Ability to design effectively.
- Knowledge of HTML and CSS.
- Knowledge of available computer software.

Title of the position

Program Director

Reports to

Marketing Director

Overall responsibility

Responsible for the content and design of the program (playbill) for each production.

Responsible for setting deadlines for information providers to meet which allow for the ability for them to review the proof before program goes to print. The Program Director coordinates with the artwork provider, the Play Director or their designated information gatherer, and other content providers such as Season Ticket Chairman, Artistic Director, Board President, etc.

Responsible for ordering programs within the budgetary constraints set by the Board of Directors or Theatre Manager.

Key areas of responsibility

- Program Design.
- Information Gathering.

Consults with

- Theatre Manager
- Board President
- Marketing Director

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Board of Directors President.

Qualifications

- Ability to design effectively.
- Ability to work well with others.
- Ability to work under deadlines.

Title of the position

Poster Coordinator

Reports to

Marketing Director

Overall responsibility

Responsible for getting the promotional posters (as used in our lobby) created and displayed in a timely fashion. The Poster Coordinator is responsible for coordinating the Artist, Play Director, and others who may have a need for providing input on the final image. Is responsible for reviewing the poster image before finalization and is responsible for final approval.

Key areas of responsibility

- Poster Design.
- Play Information Requirements.
- Organizational Information Requirements.

Consults with

- Artistic Director
- Theatre Manager
- Board President
- Play Director
- Marketing Director

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Board of Directors President.

Qualifications

- Ability to review design work and catch minor errors.
- Ability to work under deadlines.

Title of the position

Brochure Developer

Reports to

Marketing Director

Overall responsibility

The brochure is a single pamphlet designed to showcase and sell our entire season. As such, it needs to be coordinated and representative of our slate of shows. The Brochure Developer is responsible for gathering up information about each selected show from the Artistic Director, coordinating with the artwork designer to select a theme or thread that can highlight the majority of the selected shows. Responsible for coordinating promotional photographs with actors and costumes that can represent each show. Responsible for working with the Artistic Director to develop an effective design for our season's brochure.

Key areas of responsibility

- Brochure Design.
- Attention to accuracy and detail.
- Meets deadlines for printing and distributing.

Consults with

- Artistic Director
- Play Directors
- Marketing Director

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Board of Directors President.

Qualifications

- Ability to review design work and catch minor errors.
- Ability to work under deadlines.

Title of the position

Publicity Director

Reports to

Marketing Committee Chair

Overall responsibility

Responsible for coordinating social networking efforts, creating, editing, and releasing promotional and informational articles to the press and print media. Responsible for developing a relationship with sources that can inform the community of our activities and reach large numbers of prospective patrons at little or no cost to the organization.

Key areas of responsibility

- Develop relationships with news sources.
- Develop and articulate interesting stories that relate to our organization.
- Meet deadlines for printing and distributing.

Consults with

- Volunteer Coordinator
- Play Directors
- Marketing Director

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Board of Directors President.

Qualifications

- Ability to develop good relationships with news outlet personnel.
- Ability to write and articulate stories well.
- Ability to work under deadlines.

Title of the position

Social Networking Coordinator

Reports to

Publicity Director

Overall responsibility

Responsible for creating and maintaining a presence on popular social networking sites (such as face book). Responsible for keeping the aforementioned sites relevant, interesting, and updated frequently.

Key areas of responsibility

- Create and maintain a presence on face book and other social networking sites.
- Frequently update the sites with relevant and interesting information.
- Coordinate with play directors and the Artistic Director for stories and relevant info.

Consults with

- Play Directors
- Artistic Director
- Marketing Committee Chair

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Marketing Committee Chair.

Qualifications

- Ability to develop and maintain good relationships with information sources.
- Ability to write and articulate stories well.

Title of the position

News Release Editor

Reports to

Publicity Director

Overall responsibility

Responsible for providing a timely and interesting article for publication prior to each of our plays and special events. Responsible for recruiting knowledgeable writers to provide press releases or for actually writing the press release for publication. Responsible for editing the release for form and content and supplying it to news agencies in a timely manner so it gets printed in advance of the relevant event. Responsible for developing and maintaining friendly relationships with outside news agency personnel who can help us inform the public of our activities.

Key areas of responsibility

- Create and maintain positive relationships with news media personnel.
- Work with cast and crew of each event to obtain the best information for publication or broadcast.

Consults with

- Play Directors
- Artistic Director
- Publicity Director
- Marketing Committee Chair

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Marketing Committee Chair.

Qualifications

- Ability to develop and maintain good relationships with information sources.
- Ability to develop and maintain good relationships with news media sources.
- Ability to write and articulate stories well.
- Ability to meet deadlines.

Title of the position

Promotional Writer

Reports to

Publicity Director

Overall responsibility

Responsible for writing interesting background stories which relate to the organization and/or actors and volunteers, but not for any specific production or event. The idea is to have on hand interesting articles that can be submitted as a fill for a “slow news day” and get the organization some positive press. These articles can also be used in whole or in part for brochures and promotional materials which could be provided at information booths at fairs or other events we might be asked to participate in. Having these timeless pieces on hand also negates the need to work under deadlines.

Key areas of responsibility

- Create positive background and time irrelevant articles.

Consults with

- Artistic Director
- Publicity Director
- Marketing Committee Chair

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Marketing Committee Chair.

Qualifications

- Ability to write and articulate stories well.

Title of the position

Advertising Director

Reports to

Marketing Committee Chair

Overall responsibility

Responsible for coordinating the sales representatives who sell advertising space in our playbills and programs. Responsible for coordinating the creators and purchasers for advertising in newspapers, magazines, and radio.

Key areas of responsibility

- Trains and oversees sales representatives responsible for selling program ads.
- Oversees and acts as editor for the creation of advertising to be placed or purchased.
- Meet deadlines for printing and distributing.

Consults with

- Volunteer Coordinator
- Play Directors
- Marketing Committee Chair
- Artistic Director
- Crighton Players Board President

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Board of Directors President.

Qualifications

- Ability to train direct sales representatives.
- Ability to write and edit ad copy.
- Ability to work under deadlines.

Title of the position

Newspaper Ad Representative

Reports to

Advertising Director

Overall responsibility

Responsible for the timely creation, placement and purchasing of advertising in local newspapers. Responsible for working within budget constraints as may be set by the Board of Directors or Theatre Manager. The Newspaper Ad Representative basically takes our product from conception through the final printing of the ad for public viewing.

Key areas of responsibility

- Coordination with artists for composition or photographic content.
- Gather critical information within allotted time frames.
- Meet deadlines and scheduling requirement for printing.

Consults with

- Play Directors
- Marketing Committee Chair
- Artistic Director
- Advertising Director

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Advertising Director.

Qualifications

- Ability to develop a positive relationship with local newspaper advertisement sellers.
- Ability to write and edit ad copy.
- Ability to work under deadlines.

Title of the position

Magazine Ad Representative

Reports to

Advertising Director

Overall responsibility

Responsible for the timely creation, placement and purchasing of advertising in local magazines (i.e. the Dock Line). Responsible for working within budget constraints as may be set by the Board of Directors or Theatre Manager. The Magazine Ad Representative basically takes our product from conception through the final printing of the ad for public viewing.

Key areas of responsibility

- Coordination with artists for composition or photographic content.
- Gather critical information within allotted time frames.
- Meet deadlines and scheduling requirement for printing.

Consults with

- Play Directors
- Marketing Committee Chair
- Artistic Director
- Advertising Director

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Advertising Director.

Qualifications

- Ability to develop a positive relationship with local magazine advertisement sellers.
- Ability to write and edit ad copy.
- Ability to work under deadlines.

Title of the position

Radio Ad Representative

Reports to

Advertising Director

Overall responsibility

Responsible for the timely creation, placement and purchasing of advertising in local radio stations. Responsible for working within budget constraints as may be set by the Board of Directors or Theatre Manager. The Radio Ad Representative basically takes our product from conception through the final audio recording of the ad for public consumption.

Key areas of responsibility

- Coordination with artists for composition or audio content.
- Gather critical information within allotted time frames.
- Meet deadlines and scheduling requirement for airing.

Consults with

- Play Directors
- Marketing Committee Chair
- Artistic Director
- Advertising Director
- Technical Director
- Sound Technicians

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Advertising Director.

Qualifications

- Ability to develop a positive relationship with local radio advertisement sellers.
- Ability to write and edit ad copy for audio recordings.
- Ability to work under deadlines.

Crighton Players Job Description

Date: Mar 1, 2011

Title of the position

Program Ad Representative

Reports to

Advertising Director

Overall responsibility

Responsible for contacting prospective advertisers and selling advertising space in our programs.

Responsible for ensuring ad content meets the Crighton Players Board of Directors standards.

Responsible for follow-up to ensure collection of advertising payments.

Key areas of responsibility

- Coordination with advertiser artists and artwork creators.
- Coordination with our artists for composition or ad content.
- Gather critical information within allotted time frames.
- Meet deadlines and scheduling requirement for printing.

Consults with

- Play Directors
- Marketing Director
- Artistic Director
- Advertising Director
- Theatre Manager

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Theatre Manager. *This position may become paid or compensated through commissions if the Board of Directors so desires. (If so, the position will fall directly under the supervision of the Theatre Manager)

Qualifications

- Ability to recognize program ad sales opportunities.
- Ability to develop an advertising clientele base.
- Ability to work under deadlines.

Title of the position

Fundraising Director

Reports to

Marketing Committee Chair

Overall responsibility

Responsible for coordinating efforts in three basic areas of fund-raising; GRANTS, UNDERWRITING; and SPECIAL EVENTS.

Key areas of responsibility

- Trains and oversees fund-raising efforts.
- Recruits volunteers who can write grant requests, sell the benefits of underwriting to potential underwriters, and coordinate with the Foundation for the Crighton Players on raising money through special events.

Consults with

- Volunteer Coordinator
- Crighton Players Board President
- Marketing Committee Chair

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Board of Directors President.

Qualifications

- Ability to train direct others.
- Ability to write, plan, and organize.
- Ability to work under deadlines.

Title of the position

Grant Writer

Reports to

Fund-raising Director

Overall responsibility

Responsible for preparing grant requests on behalf of the Crighton Players to organizations (government and non-government) that might be willing to give proper consideration to our request for funding. Responsible for making sure any grantor stipulations for funds is authorized by the Board of Directors before any funds are accepted or agreements made.

Key areas of responsibility

- Research of Fund Granting entities to ensure organizational compatibility.
- Adherence to requirements for application acceptance.
- Coordination with the Board of Directors for Grant stipulations guidance.

Consults with

- Crighton Players Board President
- Fund-raising Director

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Board of Directors President. This position could become paid by commission or fee in the future by Crighton Players Board Approval.

Qualifications

- Ability to research.
- Ability to write and follow grant guidelines and application procedures.
- Ability to work under deadlines.

Title of the position

Underwriting Sales Representative

Reports to

Fund-raising Director

Overall responsibility

Responsible for finding patrons, organizations, or businesses that are willing to donate funds in exchange of recognition for the purpose of reducing or eliminating our cost for a shows production. For example, underwriters are typically local businessperson who may pay our orchestra costs on a musical or royalty fees for a straight show. The Underwriting Sales Representative would then be responsible for prominently recognizing the contribution (perhaps by a placard placed at the auditorium entrance, etc.)

Key areas of responsibility

- Develop a relationship with local businesses which could produce an underwriting opportunity.

Consults with

- Crighton Players Board President
- Fund-raising Director

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Board of Directors President.

Qualifications

- Ability to build business relationships
- Ability to promote the benefits of underwriting to patrons and business owners or CEOs.

Title of the position

Special Events Coordinator

Reports to

Fund-raising Director

Overall responsibility

Responsible for coordinating with the Crighton Players Board of Directors and any ad hoc or subordinate committee of the Board for the purpose of raising money through sales of special events or items. Examples could be; dinner theatre performances, on-stage mini productions, silent auctions, property sales, etc. Responsible for recruiting volunteers and coordinating efforts as needed for directing, catering, promoting the events. Responsible for working within any budget guidelines that may be set by the Board or Theatre Manager.

Key areas of responsibility

- Coordinate directors, actors, volunteers, booth attendants, advertising.

Consults with

- Crighton Players Board President
- Fund-raising Director

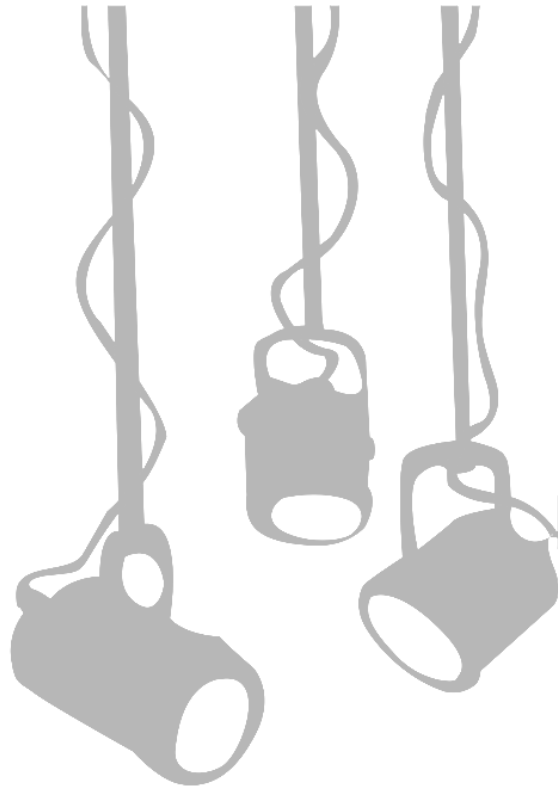
Term of employment

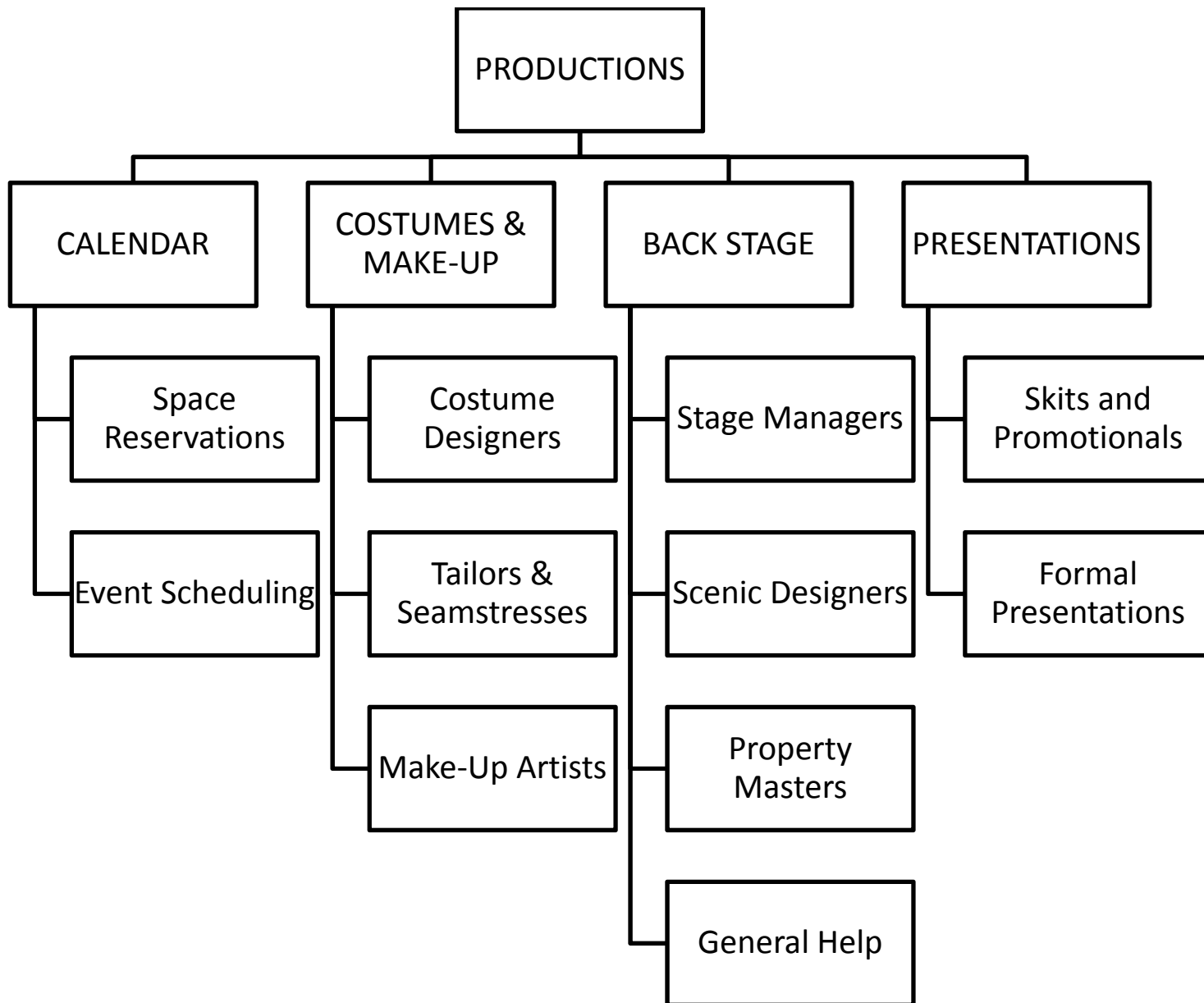
This is a non-paid volunteer position which serves at the pleasure of the Board of Directors President.

Qualifications

- Ability to work well with other Crighton Players volunteers.
- Ability to organize and coordinate a successful event.

PRODUCTION





Crighton Players Job Description

Date: Mar 1, 2011

Title of the position

Productions Committee Chair

Reports to

Theatre Manager

Overall responsibility

Responsible for the Crighton Players OFFICIAL CALENDAR which tracks the scheduling of the organizations events and spaces. Responsible for COSTUMES & MAKE-UP, BACK STAGE and PRESENTATIONS. Responsible for maintaining budget restraints and limits as set by the Board of Directors and the Theatre Manager.

Key areas of responsibility

- Maintains the Official Calendar and schedule of space use.
- Keeps a list of Costume designers, sewers and make-up artists who volunteer for shows.
- Keeps a list of Stage Managers, Scenic Designers, Properties volunteers and people who are willing to help back stage for upcoming productions.
- Works with other committees for promotional presentations and function presentations

Consults with

- Volunteer Coordinator
- Theatre Manager
- Board of Directors President

Term of employment

This is a non-paid voluntary position which serves at the pleasure of the Board of Directors President

Qualifications

- Strong sense of community service
- Good organizational skills
- Ability to work well with others
- Must be a self-starter and have the ability to take initiative within the authority granted
- Must be able to help subordinates organize and staff their respective functions

Title of the position

Calendar Coordinator

Reports to

Theatre Manager

Overall responsibility

Responsible for Maintaining the Crighton Players Official Calendar. The Calendar Coordinator plans and recommends dates for each performance and event in our proposed seasons.

Responsible for all scheduling requiring official calendar entries and for scheduling space reservations which preclude conflicts of use (for example, the rehearsal hall cannot be scheduled for use during the time of a live performance on stage, etc.). The Calendar Coordinator is the final arbiter for resolving any conflicts which cannot be resolved otherwise.

Key areas of responsibility

- Plans and recommends performance dates for proposed seasons.
- Coordinates the usage of Crighton Players spaces so that conflicts do not occur.
- Reserves space use and arbitrates any conflicts.

Consults with

- Theatre Manager
- Artistic Director
- Crighton Players Board President
- Play Directors
- Committees and volunteers requesting space usage.

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Theatre Manager.

Qualifications

- Ability to provide for multiple use in minimal space environment.
- Ability to successfully resolve conflicts between opposing interests.

Title of the position

Costumes and Make-up Coordinator

Reports to

Productions Committee Chair

Overall responsibility

Responsible for the overall quality and inventory of Crighton Players Costume and Make-up property. Responsible for recruiting and training qualified volunteers so the Players have a pool of volunteers available for COSTUME DESIGNING, COSTUME CREATING, AND SPECIAL EFFECTS MAKE-UP to Play Directors for their productions.

Key areas of responsibility

- Inventory controls for Players costume and make-up property.
- Recruits and trains volunteers.
- Works within budgetary constraints as may be set.

Consults with

- Artistic Director
- Productions Committee Chair
- Play Directors

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Board of Directors President.

Qualifications

- Ability to recruit qualified volunteers.
- Ability to train others.
- Ability to work within budget constraints.

Title of the position

Costume Designer

Reports to

Costumes and Make-up Coordinator

Overall responsibility

Responsible for Designing effective costumes for selected productions while working within any budgetary constraints that may be set. Responsible for preshow planning with the Play Director and Artistic Director to ensure show costuming will be effective and as inexpensive as feasible.

Key areas of responsibility

- Designing Costumes.
- Preshow planning and coordination with Play Directors and the Artistic Director.

Consults with

- Artistic Director
- Productions Committee Chair
- Play Directors

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Productions Committee Chair.

Qualifications

- Knowledge of Costume Designing for live Theatre.
- Ability to work well with others in the production management process.
- Ability to work within budget constraints.

Title of the position

Costume Seamstress / Costume Tailor

Reports to

Costumes Designer

Overall responsibility

A Costume Seamstress or Tailor is responsible for sewing and putting together costumes for each stage production which requires it. The Costume Seamstress or Tailor is responsible for assisting the shows Costume Designer, the services of which may be required solely for show preparation, or may require attendance for each performance.

Key areas of responsibility

- Sewing and creating costumes per the Costume Designer's specifications.

Consults with

- Costume Designer
- Play Directors

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Costume Designer.

Qualifications

- Knowledge of tailoring for live Theatre.

Title of the position

Make-up Artist

Reports to

Costumes and Make-up Coordinator

Overall responsibility

The Make-up Artist is responsible for ensuring performers look natural under our theatre lights and that their key facial features are not washed out by them. The Make-up Artist is also responsible for creating and helping performers create any special effects that a plays script may call for.

Key areas of responsibility

- Special Effects Make-up.
- Evaluating and recommending standard make-up needs.

Consults with

- Costumes and Make-up Coordinator
- Play Directors
- Artistic Director

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Artistic Director.

Qualifications

- Knowledge of make-up techniques for live Theatre.

Title of the position

Back Stage Help Coordinator

Reports to

Productions Committee Chair

Overall responsibility

Responsible for recruiting and training Stage Managers, Scenic Designers, Prop Masters, and general back stage helpers. Each production requires many hands to assist in bringing the play to life on the stage and the Back Stage Help Coordinator ensures that each Play Director has sufficient qualified volunteers available to work each performance.

Key areas of responsibility

- Recruits and Trains Back Stage helpers.

Consults with

- Productions Committee Chair
- Play Directors
- Artistic Director
- Volunteer Coordinator

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Artistic Director.

Qualifications

- Knowledge of proper Stage Management, Scenic Designing, Acquiring properties, and prop management in a live theatre environment.
- Ability to multi-task, so differing functions don't get in each other's way.

Title of the position

Stage Manager

Reports to

Play Director

Overall responsibility

The Stage Manager is responsible for maintaining safety at all times, keeping the crew informed about what's happening and what they need to be ready for, maintaining the prompt script with cues for lighting and prop moves, etc., making sure quiet and order is kept back stage during performances. The Stage Manager is also responsible for "calling" the show (lighting, sound and prop cues).

Key areas of responsibility

- Control of order and safety back stage.
- Calls the show cues (lights, sound, props, etc.)

Consults with

- Play Directors
- Artistic Director

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Play Director.

Qualifications

- Knowledge of proper Stage Management, spiking set pieces, set safety (elevated area protections, hole protections, dark area lighting or glow taping etc.).
- Ability to multi-task, so differing functions don't get in each other's way.

Title of the position

Scenic Designer

Reports to

Play Director

Overall responsibility

The Scenic Designer is responsible for making the set “come to life”. The scenic designer selects and recommends to the Play Director and Artistic Director color schemes, paintings, hangings, accessories, and set pieces that are specified in the script or that compliment what the script is trying to accomplish. The Scenic Designer is responsible for coordinating and supervising volunteers who assist in painting, minor set trimming, and set decorating.

Key areas of responsibility

- Scenic Design.
- Set decoration, including painting, and minor trimming.
- Supervision of volunteer helpers.

Consults with

- Play Directors
- Artistic Director

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Play Director.

Qualifications

- Knowledge of live theatre scenic design.
- Eye for detail.
- Ability to supervise helpers.

Title of the position

Property Master

Reports to

Play Director

Overall responsibility

The property master is responsible for purchasing, acquiring and/or manufacturing any props needed for a production. The property master collaborates with the Play Director and Stage Manager and is responsible for the set up and organization of the props and smaller set pieces. The Property Master may supervise stage crew who handle or move props during a performance.

Key areas of responsibility

- Purchasing, acquiring, or manufacturing props and small set pieces.
- Collaboration with the Play Director and Stage Manager.
- Supervision of volunteer helpers if needed for prop movements during scene changes.

Consults with

- Play Director
- Stage Manager

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Play Director.

Qualifications

- Ability to be creative and resourceful.
- Eye for detail.
- Ability to supervise helpers.

Title of the position

Back Stage Helper

Reports to

Stage Manager

Overall responsibility

Most live theatre productions require helpers back stage who dress in black and move props and set pieces on stage during black outs and scene changes. Helpers are also needed for assisting an actor or actress change costumes during quick change scenes, but may also simply include someone who is responsible and who will follow directions. Someone who corrals and tends to children before they are needed on stage would be considered a “back stage helper.”

Key areas of responsibility

- Provides needed manpower to assist the Stage Manager.

Consults with

- Play Director
- Stage Manager

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Stage Manager.

Qualifications

- Ability to take direction.
- Eagerness to assist.
- Attendance Reliability.

Title of the position

Presentations Director

Reports to

Productions Committee Chair

Overall responsibility

The Presentations Director has two main functions; (1) to create or acquire presentations which can be used for promoting the Crighton Players in the community and within the organization, and (2) to recruit qualified volunteers who can present skits and presentations, both formally and informally in representation of the Crighton Players. The Presentation Director collaborates with the Artistic Director, Theatre Manager and other Committee Chairs and functions for the purpose of selling season tickets, recognizing efforts and achievements, and community outreach. Most presentations last only 15 to 30 minutes, but time limits are generally set by the host.

Key areas of responsibility

- Provide entertaining presentations of differing time limitations for various purposes.
- Recruit and train volunteers.

Consults with

- Theatre Manager
- Season Ticket Sales Director
- Membership Committee Chair
- Crighton Players Board President

Term of employment

This is a non-paid volunteer position which serves at the pleasure of the Crighton Players Board President.

Qualifications

- Ability to work well with other committee chairs.
- Ability to be creative.
- Ability to work within the limited time frame that most presentations require.

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