



Committee Roles and Key Responsibilities

Introduction - ALL COMMITTEE MEMBERS

Whilst the theatre is a not-for-profit organisation, run by volunteers, to succeed it must be run as a business and, as such, the theatre expects full commitment from the “Management Committee” team.

Whether a committee member has a ‘portfolio’ or not, there are essential duties and responsibilities as with all officers of the Club. The committee member should –

- Be committed to the role you have taken on, offering ideas & initiatives to help develop the Theatre, its processes & practices.
- Attend all committee meetings (generally held on the 2nd Wednesday of each month)
- Offer apologies to the Secretary, in a timely manner, if unable to attend.
- Support office bearers individually or collectively.
- Assist in all aspect of running the theatre e.g. Front of House, Stage crew, etc
- Support all productions by attending, or being involved, offering assistance whenever/wherever possible.

Position	Key responsibilities	Responsibilities under the Repertory’s 5-year Business Plan (see footnote)
President	Provides leadership and direction to the Committee. The spokesperson for the Repertory. Maintains key relationships within and outside of the Repertory	Goal 1: Theatre Utilisation - Do more with the Theatre by expanding its use. Goal 5: Strengthen relationship with City & community. Engage with Community Youth Officers & Community Development Officer Goal 8: Information analysis. Develop and implement policies and procedures.
Vice President	Assist the President to fulfill his/her responsibilities for the governance and success of the Repertory. Work with the President to help him/her understand concerns and alternative points of view within the Repertory. In the event of the President being unable to fulfill his/her duties to step into that role.	Goal 4: Strengthen relationships with schools and other theatre organisations.
Hon. Secretary	Primary administration officer of the Committee and provides the links between the Committee, members and outside agencies. Responsible for the documentation and communication of the activities of the Committee.	Goal 2: Improve skills Goal 8: Information analysis
Hon. Treasurer	Chief financial management officer Prepare annual budgets, plan for the organisation’s financial future and monitor the organisations revenue and expenditure	

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	Financial supervision of the Repertory to allow the Committee to provide good governance of the Repertory.	
Technical Manager	Manage the Sound & lighting Teams. Ensure all equipment is properly maintained and accounted for. Where requests are made for improvements ensure their viability and put proposals to the committee for approval. Manage any other aspects of the theatre deemed to be of technical nature such as video and tv systems.	Goal 3: Update Technology (lighting, sound) and other key components
Publicity Coordinator	Issuing the posters and information about coming seasons to group representatives and ensuring that the information is posted in the theatre foyer during performances. Providing relevant promotional material to radio stations with community service announcement services. Liaising with newspaper representatives and artwork provider when paid advertising is required.	Goal 6: Improve Marketing. Improve social media presence Broaden patron demographic.
Volunteer Coordinator	Recruit new members and drive the volunteer management program. Liaise with Membership Secretary (bookings officer)	Goal 2 Improve skills. Develop and implement training plan for all volunteers. Goal 7 Volunteers – increase participation, provide value and reward for volunteers.
Theatre Maintenance Manager	Responsible for the maintenance, cleaning and security of the Theatre, to action maintenance either himself/ herself or by outside Contractors, following quotes where necessary. Ensures that the Theatre building is maintained in a neat, tidy, safe and operational condition. Regularly monitor entries the "Maintenance Book" and take action, accordingly.	
Social Media coordinator	Responsible for coordinating publicity and advertisement across a range of social medias (Facebook, Instagram, Twitter), overseeing those posting on behalf of the committee, to showcase the theatre, announce shows/tickets, and provide followers real time and regular updates of theatre events.	
Committee Member	Although without a specific portfolio, this member of the committee will act in various roles assisting other members where appropriate (see introduction).	

Non committee positions	Key responsibilities	
Lighting Team	Individual or team to maintain & make changes to the lighting equipment. Equipment: <ul style="list-style-type: none"> • Stage Lights • Cables • Dimmers • Lighting desk 	Responsible to - Technical Manager

	<ul style="list-style-type: none"> • Effects systems (foggers, mirror ball) • Video Projectors <p>Make necessary changes & suggest improvements to the technical manager. Assist where possible to run the Lighting desk during shows</p>	
Sound Team	<p>Individual or team to maintain & make changes to the sound equipment.</p> <p>Equipment:</p> <ul style="list-style-type: none"> • Microphones • Cables • Speakers • Amps • Audio Desk • Radios • CD decks <p>Make necessary changes & suggest improvements to the technical manager. Assist where possible to run the Audio desk during shows</p>	Responsible to - Technical Manager
Front of House Coordinator	<p>Maintains the bar and tea/coffee stocks as demand indicates without being in an overstocked position. Purchases stock.</p> <p>Ensures Licensing Board requirements are met</p> <p>Establish and adhere to front-of-house uniform and décor. Roster suitable staff.</p>	
Bookings & Membership Officer	<p>Maintains an accurate register of up-to-date financial members.</p> <p>Answers the phone, replies to booking emails, takes bookings using the Patron Base program. Attends performances for collection of tickets, receipt of payments and door sales. Advises regular patrons of performance dates, arranges group bookings, sets up the performances in Patron Base program. Provides refunds and exchanges where possible.</p>	
Wardrobe Manager	<p>Safe keeping of all items of clothing, wigs, accessories, make-up, and an inventory of all items in this definition. Assist and liaise with directors in sourcing production requirements.</p>	
Properties Manager	<p>Storage, issue and return of all stage properties, furniture and soft furnishings and an inventory of all items in this definition. Assist and liaise with directors in sourcing production requirements.</p>	
Webmaster	<p>Provides technical advice and support for the Repertory's web site, ticketing, email, and document repository systems.</p>	
Newsletter Editor	<p>In consultation with the Publicity Coordinator, create and circulate a monthly newsletter updating members on the current activities of the Theatre. Adding current and historical or interesting photos and facts about the theatre and its members.</p>	

Footnote:

The Repertory's 5-year Business Plan can be downloaded from the Limelight website – see page <http://www.limelighttheatre.com.au/about/strategic-business-plan/> for latest copy.