

Managing Director /President

Job Description

Serve as Chief Executive Officer and Business Manager for the Theatre, guides the theatre vision and mission, and represents the theatre in the community. At times of Board impasse makes a final executive decision.

Reports to: Board of Directors

Time commitment: varies per show and season, minimum of 15-20 hours/month

Specific Duties:

- Serve as Chairperson of the Board of Directors
- Preside at all Board of Directors meetings of the organization
- Preside at, and hold right to call, Executive Board meetings with 10 days notice
- Approve all major expenditures
- Hold executive approval for any major decisions that hold a timely urgency
- Appoint all chairpersons and committee heads as prescribed in the Code of Regulations
- May serve as a member ex-officio at meetings of all committees except the nominating committee
- Help organize annual Vippie awards
- Coordinate annual Most Valuable Vippie and President's Award at annual ceremony
- Propose policy for governing of The Village Players
- Protect the name, reputation, and fiscal responsibility of the Theatre
- Draft monthly Board of Directors agenda
- Draft yearly budget with Treasurer by end of second month of fiscal year
- Other duties as assigned

Artistic Liaison

Job description:

Serve as creative, design, and production director to maintain and protect standards and continuity of The Village Players productions.

Reports to: President and Board of Directors

Time commitment: will vary with show and season, minimum 15-20 hours/month

Specific Duties:

- Serves as consultant on all stage/set/costume/promotion designs
- Act as consultant and resource for production manager
- Research and recommend plays and productions for consideration to Play reading committee
- Serve as co-chair of playreading committee
- Serve as a non-voting member of Playreading Committee
- Maintain set stock (flats, platforms, wood, paint room, set dressing materials)
- Assist costume chairperson in maintaining costume stock
- Train and/or assist with new directors, producers, stage managers
- Act as liaison between Producer/Director and Board if necessary

Other duties as assigned

Secretary/Administrative Assistant

Job Description:

Provides secretarial support for Village, serves to accurately keep minutes and documentation of Village business. Also serves as Admin Asst. to Managing Director and Artistic Director

Supports both Managing Director and Artistic Director

Time commitment: varies with show, minimum of 12 hours/month

Specific duties:

- Takes accurate minutes at all regularly scheduled and emergency Board of Director meetings.
- Mails minutes and meeting reminder to Board of Directors and other related committee heads one (1) week prior to meeting day
- Update database and generate mailing labels as required
- Assist Development in coordinating complimentary tickets, grant research, contributions, thank you letters, and other activities
- Communicates with members of Board of Directors and Board Committees
- Takes calls from answering service, and passes names and numbers on to proper persons or committees
- Takes calls from Theatre answering machine and passes names and numbers on to proper persons or committees
- Sorts mail twice weekly
- Arrange meetings and appointments as required
- Assists VP Production in maintaining Master Calendar
- Keep organized files of minutes and theatre related ephemera (ie: programs, photos, newspaper clippings)
- Responsible for notifying general membership of any change of regular meeting date.
- Shall record attendance at Board meetings, and notify President of absences
- Shall keep a permanent and separate record of all additions and/or changes to the Code of Regulations and standing rules
- Assist membership/newsletter/VP Public Relations in generating mailings
- Other duties as assigned

Treasurer

Job Description:

Serves as chief financial advisor and asset manager for The Village Players.

Reports to: Managing Director

Time commitment: varies per show, minimum of 12 hours/month

Specific Duties:

- Manages books for The Village
- Keeps accurate records of all income and expenditures
- Makes deposits as necessary and maintains adequate balances in various accounts
- Generates financial reports as required
- Pays bills every two weeks
- Maintain all financial records and funds
- Present financial report at every regularly scheduled Board of Directors meeting
- Shall make financial records and audits available to the general membership
- Creates yearly general budget with President and Artistic Director
- Serves as liaison and helps generate budgets for individual productions with Director, Producer, and Artistic Director
- Prepares all financial records for annual audit at the end of fiscal year
- Causes to have annual audit executed
- Accepts monies from and issues receipts to authorized chairpersons only
- Honors only those bills that are duly authorized by Executive Council, Board of Directors, or producers
- May not serve as box office chairperson
- Other duties as assigned

Vice President of Production/Technical Director

Job Description:

General responsibility for budgeting, organizing, scheduling, and supervising all production staffs and production-related work from early planning through season closing. Responsible for the scheduling and maintenance of the theatre facility. Oversees various committees as outlined in Village Code of Regulations

Reports to: Managing Director and Artistic Director

Time Commitment: varies per show, 12 hours/month minimum

Specific Duties:

- Develop production budgets with Artistic Director and Production Director. Administer all budgeted production money working with Treasurer. Oversee and coordinate monies spent by various production departments
- Coordinate scheduling of all facilities for use by The Village Players and any outside organizations and/or individuals. This will include creating and managing the organizations Master Calendar
- Coordinate ongoing facility maintenance and planning
- Coordinate all design activity, Serves as designers' primary liaison with theatre. Provide designers with all necessary plans, information, and supplies. Set and maintain design deadlines
- Provide, or allow for provision of all scenic, costume, light and sound materials to complete production needs
- Conduct preliminary analysis of designs in terms of budget and of construction and running personnel requirements
- Engage all staff production personnel with approval of Artistic Director
- Plan, coordinate, and manage all production activity through direct supervision of set construction, props, costumes, sound, lights, and stage managers and any additional support staff in relation to any given production
- Supervise and coordinate entire load-in, tech, preview period, working with Director, designers, stage manager, and department heads. Responsible for achieving technical deadlines and maintaining production standards
- Schedule and chair regular production meetings to facilitate flow of information among staff and guest designers
- Insure program is done and correct
- Insure that cast party plans have been made and are fiscally responsible
- Monitor notes from stage manager and director, and supervise production staff in taking action where needed
- Schedules head shots and production pictures for each show, and orders production enlargements for lobby.
- Other duties as assigned

Vice President of Public Relations

Job Description:

Serves to present and promote The Village Players and its season/shows to the general public and generate interest in the programs produced by the Village. Supervises various committees as outlined in Village Code of Regulations.

Reports to Managing Director and Artistic Director

Time commitment: varies per show, roughly 12 hours/month minimum

Specific duties:

- Purchase retail advertising for general Village programs and specific productions
- Produce or have produced all retail ads, posters, fliers, and promotional materials for each production
- Promote the Village through in-kind promotions (ie: radio and tv programs)
- Serve as head of retail ad sales for annual program
- Serve as contact with area press
- Produce and put into action various news releases (ie: audition notices, show releases, general Village news)
- Send show information to area radio & television stations for promotion of production
- Coordinate logo or look of each production with Director and Artistic Director
- Attends production meetings for individual productions as necessary
- Other duties as assigned

Vice President of Development

Job Duties:

Provide leadership and management of the organizations contributed income programs, fundraising programs, donor relations, and corporate relations.

Time commitment: minimum of 12 hours/month

Reports to: Managing Director

Specific Duties:

- Serve as member of Executive Board
- Oversee the planning, organization, direction and evaluation of all fundraising activities in order to meet short- and long-term goals
- Supervise on-site visits by key donors, friends, and patrons
- Work closely with VP Public Relations to allow for full integration of development, marketing, and public relations areas and with the Board of Directors and other volunteers to establish goals for philanthropic support
- Oversee and coordinate Corporate support (ie: Food Town Plus Card)
- Prepare an annual development plan with fundraising goals
- Serve as donor coordinator and oversee recognition of said donors through identification, cultivation, solicitation, and acknowledgement of
- Establishes needs and possible funding for the theatre
- Manages in-kind contributions, including investigation, identification, cultivation, solicitation and acknowledgement of said contributions
- Other duties as assigned

The Village Players Theatre Proposed New Seasonal Positions

Year: _____

Box Office/House Manager	Ann Veasey
Building & Grounds	
Inspections	Larry Janney
Casting Director	Debbie Marinik
Education	Pat Kennedy
Legal	Dan Marinik
Membership & Social	Joanne Toth
Newsletter	Joanne Toth
OCTA delegate	Willard Misfeldt
Photographer	Bev Norman
Playreading Chair	Jackie Mierzejewski
Programs	Don Weber
Season Subscriptions	Kathie Weber
Sold Houses	Judy Wiederhold
Web Master	Jake Gordy
Housekeeping	Judy Wiederhold
Costumes Manager	Sondra Henry
Props Manager	Nancy Janney