

Our Core committee group consists of

President

Vice President

Secretary

Treasurer

Committee Members

We are also looking for volunteers to take these roles for the season.

THEATRE PRODUCTION MANAGER :

Co-ordinating with Directors

and Committee in regards to upcoming theatre productions ie Dates of rehearsals/performances, co-ordinating with publicity, marketing, set, tickets, front of house, costumes, & lighting.

FOH -

Checks and sells Tickets at start of performances. Ensures wine, supper and cheese platter goods are in stock for each performance as well as ice-creams, and snacks for movies.

SET CO-ORDINATOR:

Works with director/production manager to design set/stage ideas and with a working bee to put up the set.

FRONT OF HOUSE MANAGER:

Meets with front of house volunteers to ensure they are comfortable on the evening of performance as well as providing training so a few people can step into this role as needed.

GRANTS

Assists committee with sourcing and applying for grants.

FUNDRAISING CHAIR:

Co-ordinates a sub committee to look at creative ways to raise funds.

PUBLICITY & MEDIA CHAIRPERSON:

Works with upcoming productions to utilise the assistance of Border Post re editorial,

Designing or organising a designer to produce flyers/posters.

Contacting local radio stations & magazines re interviews/editorial & organising advertising as needed/budgeted.

Sharing details with Social

Media person for promotions.

SOCIAL MEDIA/MARKETING PERSON:

Updating facebook as well as emailing upcoming events, auditions, volunteers needed & in general good news.

(Emails are currently hosted through Mail chimp).

This will be co-ordinated with theatre productions manager & Publicity

Person.

TECH CHAIRPERSON:

Co-ordinates with Theatre Production manager in regards to upcoming productions and requirements for stage lighting. Provides training for volunteers who are interested in stage lighting. Co-ordinates with volunteers to ensure a lighting person is 'booked' for each performance as needed.

MEMBERS CHAIR PERSON:

Liases with members as well as social media person in regards to upcoming members events, sends out welcome information and puts together member cards.

FILM CO-ORDINATOR:

Co-ordinates with members person in regards to upcoming dates/movies, liases with movie company in regards to copyrights, organise snack bar assistance/tech person for upcoming films.

OPEN MIKE CO-ORDINATOR:

Organises MC, ensures front of house help is available and someone to turn on & off lights.

TICKET CO-ORDINATOR:

Delivers tickets & paperwork to Gracious Giving from Printers, keeps Publicity/Marketing and collects tickets from Gracious Giving for upcoming productions.

SAFETY CHAIRPERSON:

Liases with Tech person and committee to ensure the Theatre and productions are in line with workplace health & safety.

COSTUMES CHAIRPERSON:

Co-ordinates with directors/production manager in regards to upcoming shows and possible costume requirements (either making with other volunteers, altering or purchasing), co-ordinates with cast & crew to ensure the costume room is kept organised/tidy after productions.

WEBSITE CO-ORDINATOR:

Liases with production manager, film person and Publicity person in regards to updating website with upcoming productions/film events.

EVENTS CO-ORDINATOR:

Handles enquiries in regards to individual Little Theatre rentals (ie weddings/film/shows), liases with rentals

in regards to keys, lighting/tech requirements and invoices/payment.
Updates events calendar with these and liases with current leasee's in
regards to affects to their usage.