

Production Staff Job Descriptions

The following pages contain information about basic duties and expectations for various volunteer and paid staff positions relevant to shows.



- Producer
- Production Coordinator
- Assistant Director
- Cast Board Committee Chair
- Cast Management Committee Chair
- Cast Party Committee Chair
- Choreographer
- Concessions Committee Chair
- Costume Committee Chair
- Costume Designer
- Costume Organizer
- Director
- Hair and Make-up Committee Chair
- House Manager
- Microphone Manager
- Musical Director
- Photographer
- Playbill Committee Chair
- Props Committee Chair
- Publicity Committee Chair
- Set Building, Move-in and Strike Committee Chair
- Set Designer
- Set Painting Committee Chair
- Stage Crew Manager

Auxiliary Board

- Group Sales Coordinator
- Publicity Coordinator

Producer

Reports to:

Children's Theatre of Elgin Board of Directors

Job Description:

The Producer is ultimately responsible for the entire production, including the financial performance. Producer should ensure that the production breaks even or generates a modest gain as dictated by the Board.

Responsibilities:

- ◇ Provide a show budget for approval by the board; establish and adhere to the production budget
- ◇ Pay royalties for the show
- ◇ Hire (If appropriate):

Director	Orchestra Conductor, Orchestra
Production Coordinator	Vocal Director
Script Writer (If required)	Photographer
Set Designer	Musical Arranger
Costume Designer	Master Carpenter
Choreographer	Sound Engineer
Stage Manager	Lighting Designer
Audition Accompanist	Graphic Designer
Rehearsal Accompanist	

- ◇ Pay all production bills
- ◇ Attend production meetings
- ◇ Make the final approval of the cast list
- ◇ Make the ultimate decision when conflicts arise
- ◇ Establish location for set construction
- ◇ Sell tickets, promote the show
- ◇ Create financial report and present to the board of directors
- ◇ Provide a final report that includes the following information:

- Number of children who auditioned and the number cast
- Number of children and percentage of cast residing in Elgin
- Number of scholarships given and their value
- Total number of parent volunteers
- Outreach methods including stats about special needs audiences and discounted and comp tickets to organizations
- Sign and approve the final show report

Producer Restrictions

A Producer may not:

- ◇ Violate board policy
- ◇ Make a decision reserved by the board
- ◇ Expend more funds than are budgeted
- ◇ Sign an agreement that lasts longer than production
- ◇ Violate a CTE contractual agreement
- ◇ Spend CTE funds for personal use or allow unauthorized personal access
- ◇ Fail to allow the Artistic Director sufficient access to production activities to ensure the quality of the artistic performance meets CTE standards

Producer Schedule

1 year to 6 months in advance

- ◇ Hire staff
- ◇ Under direction of Board of Directors, select script
- ◇ Get royalty quote and ensure we have the rights to perform a show
- ◇ Create budget and present to Board of Directors for approval
- ◇ Confirm audition dates
- ◇ Confirm rehearsal schedule
- ◇ Give information per form to Director of Operations including: audition, rehearsal, and parent meeting dates, times, and locations; audition requirements; participation fees amount, breakdown, and due date; performance dates, times, & ticket prices including discounts offered

3 months prior to auditions

- ◇ Script and budget approval by the Board
- ◇ Order script and other materials
- ◇ Hire graphic artist to create logo, poster and other needed images
- ◇ Select a printer and arrange for posters, flyers, and playbill printing

1 month prior to auditions

- ◇ Hold production staff meeting
- ◇ Create audition materials as needed and give to production coordinator

- ◇ Schedule a parent meeting (usually during 1st rehearsal)
- ◇ Provide audition information to be posted on CTE website and advise Director of Operations to open online audition registration

1 week prior to auditions

- ◇ Ensure everything is ready for auditions including how and where the cast list is distributed

During auditions

- ◇ Meet with children auditioning and inform them of behavior expectations
- ◇ Communicate location of cast list posting
- ◇ Assist PC in keeping audition process running smoothly

After auditions

- ◇ Finalize and prepare the cast list
- ◇ Post the cast list online

During the Production

- ◇ Hold a parent meeting; provide and read copies of Codes of Conduct
- ◇ Create rehearsal rules as needed or use CTE Discipline Referral Form
- ◇ Be the “Bad Guy/Gal” when appropriate
- ◇ Prepare “Absence from school letter”
- ◇ Approve content of the website and cast/parent email messages
- ◇ Work with staff to ensure the production is running smoothly
- ◇ Pay bills in a timely manner
- ◇ Ensure that the budget is not being exceeded
- ◇ Provide a positive influence on all
- ◇ Assist the publicity committee chairman with the selling of show tickets, approval of press releases, etc.
- ◇ Approve the playbill before it goes to printer

Post Production

- ◇ Pay bills
- ◇ Create financial report
- ◇ Create final show report
- ◇ Turn in or send back appropriate materials and scripts

Production Coordinator

Reports To:

Producer

Job Description:

Responsible for the day-to-day operations of all production committees and administrative functions

Responsibilities: See Schedule below

Production Coordinator Schedule:

The items listed below are suggestions only. Please make changes as are appropriate to your style and working relationships with your Committee Chairs, Producer, and Director.

Prior to Auditions

- Meet with Producer to arrange pre-audition production meeting
- Determine the audition process (by number, age group, sex, height)
- Arrange for tables and chairs in the lobby, if applicable
- Request any special materials needed
- Receive database training prior to auditions
- Pick up audition supplies container from CTE Office and inventory it to determine additional items needed
- Copy audition materials as needed (info letter for parents, scripts, nametags, etc.)
- Schedule adults to work the evenings of auditions

At Auditions:

- Arrive at least 45 minutes in advance and organize a traffic pattern for auditions
- Set up tables, chairs and materials - parent letters, audition forms, tags, etc.
- Have extra adults available to assist at the tables
- If Internet service is available, arrange to have a laptop on site to register students who did not sign up online
- Have older kids available to assist in directing traffic
- Provide feedback to the Director and Producer on “problems”

Casting:

- Provide feedback on the children and their parents
- Ensure that all cast members meet the attendance requirements
- Keep track of who is who

After casting:

- Enter information into database, including cuts, drops and hard copies as needed
- For ECC shows, provide final cast list ASAP to meet ECC registration deadline

Committees

Select chairs for all committees. A meeting with producer is required before assembling the committee heads as chairs change with each show. Some producers may hire some of these or have someone specific in mind. Committees and basic duties are listed in the Audition Registration section.

Committee Reminders

- Check with venue to see how many volunteers will be needed backstage and as ushers. Sometimes we can use volunteers on the pin rail and sometimes we don't. In general, the more volunteers we have backstage the less we have to pay.
- Using CTE online database, divide parent sign-ups amongst Committee Chairs as needed
- Follow-up on any difficulties they may have
- Copy tax exempt letter and distribute to Committee Chairs

Rehearsal Schedule:

First Rehearsal/Parent Meeting (usually takes place during the 1st rehearsal)

Have the following items available for distribution *

- Rehearsal Schedule
- Scripts
- Attendance Sheets
- Nametags
- Cast member profile form for playbill
- Codes of Conduct, Child Abuse reporting form, Emergency form (parents sign)
- T-shirt order form
- Cast website instructions, staff member contact information, and other instructions pertinent to the show

* There are many ways to distribute information, but two ways seem to work best: One is to have a folder containing info for each family and the other is to have the name on each document. Either way lets you know if it was picked up or not.

Week 1 Note

- Rules and instructions for rehearsals
- Anything pertinent

- Share known costume needs

Week 1 Duties

- Encourage everyone involved to spread the word about the show
- Continue collecting costume and registration money
- Check to see when the deadline is to get the playbill to the printer (3 weeks before show opens) and inform the committee

Week 2 Note

- Ticket reminder
- Committee needs
- Timeliness reminder

Week 2 duties

- Teacher letter (Provide a letter for students' teachers advising of the show and how to get tickets, if available. If shows are sold out, hold off on note until week before the show. Then invite the teacher to the public show.)
- Hold a production meeting
- Give all registration and costume money to the Producer
- Ask Director of Operations to coordinate renting truck from ECC if needed

Week 3 Note

- ❖ Determine costume requirements
- ❖ Pertinent Information
- ❖ Rehearsal update by email and website
- ❖ Committee needs

Week 3 duties

- ❖ Send home "Absence from School" letter provided by the Producer
- ❖ Playbill (Check to see that the playbill cast list is getting wrapped up. Have the kids approve their names. Prepare playbill to go to the printer.)
- ❖ Committees (check with committees to see if parents following through)
- ❖ Attendance (check on attendance patterns and advise Director of any problems)
- ❖ Check on volunteers for production week

Week 4 Note (and remaining weeks before production week)

- Final costume requirements
- Production week schedule and expectations
- Cookie/Concessions reminder
- What to bring for lunch (Nothing messy and no colored beverages)

Week 4 Duties (and remaining weeks before production week)

Check with committees to see if everything is on schedule and enough volunteers have been assembled

- Finalize truck rental if needed
- Arrange who/where/how/when to pick up drops (if necessary)
- Finalize special equipment (ex. fog machine); arrange to have ready for tech week
- Determine who is bringing t-shirts
- Answer any questions about production week
- Order dumpster if necessary

Production Week

- Make sure drops have been picked up & will be returned at the end of the week
- Make sure special equipment has been picked up
- Assign dressing rooms (with director approval)
- Arrange for quick-change dressing rooms if necessary
- T-shirts – make sure someone is bringing them
- Arrange to pick up concessions supplies and cash boxes from CTE office
- Get change from Producer for concessions \$60 in quarters & \$100 in ones
- Check on tables for concessions and Green Room during show
- Make sure there are enough batteries for mics, one battery per show. *Do not use Eveready brand as they will not last.*
- Purchase thank-you cards and gifts as necessary
- Collect scripts
- Deliver food to those striking the set
- Collect receipts and give to Producer

Ongoing Responsibilities:

- Field questions
- Consult with the Producer, Director and Director of Operations
- Send updates to cast members/cast parents via CTE mailing list
- Post updated information to the cast website
- Have fun
- End squabbles
- Handle child care and people management
- Turn in receipts to Producer, due within 30 days of close of show

Assistant Director

Reports to:

Director

Job Description:

Assist the Director in the audition and rehearsal of the production

Responsibilities:

- ◇ Do what the Director requests
- ◇ Turn in receipts to Producer

Cast Profiles and Cast Board Committee Chair

Reports to:

Production Coordinator

Job Description:

Collect and compile cast profiles and create a visual display of cast member photos

Responsibilities:

- ◇ Coordinate the taking of cast member photos
- ◇ Create a visual display and set it up in the lobby during performances
- ◇ Collect profile information from each cast member
- ◇ Collect other information as requested for the show program
- ◇ Compile profiles and other information and submit to Production Coordinator
- ◇ Stay within budget and turn in receipts to Producer

Cast Management Committee Chair

Reports to:

Production Coordinator

Job Description:

Maintain order in the chaos of the backstage area, understanding that these are children who are allowed to make a reasonable amount of noise and have fun

Responsibilities:

- ◇ Schedule volunteers
- ◇ Create scene listing and cast members involved
- ◇ Consult Production Coordinator and Code of Conduct as to appropriate behavior
- ◇ Be friendly and allow the children to have fun
- ◇ Help cast members to be in the right place at the right time
- ◇ Help with costume changes as necessary

Cast Party Committee Chair

Reports to:

Production Coordinator

Job Description:

Plan and carry out the cast party after the final production

Responsibilities:

- ◇ Plan the cast party
- ◇ Schedule the volunteers, space, and submit setups if needed
- ◇ Order the food; consult with the Concessions Chair on leftovers
- ◇ Purchase the supplies (tablecloths, napkins, forks, spoons, cups, cake...)
- ◇ Clean up after the party
- ◇ Stay within budget and turn in the receipts in to the Producer

Choreographer

Reports to:

Director

Job Description:

Create new and original dances for the cast to perform

Responsibilities:

- ◇ Select and record music for auditions; arrange for boombox
- ◇ Prepare the audition materials, dance
- ◇ Give input on the show casting
- ◇ Work with the Director to create the rehearsal schedule and mood for show
- ◇ Prepare the rehearsal material and rehearse the cast
- ◇ Attend production meetings as requested
- ◇ Provide encouraging feedback to the cast
- ◇ Turn in receipts to Producer
- ◇ Attend the show

Concessions Committee Chair

Reports to:

Production Coordinator

Job Description:

Coordinate the concession area; including items, prices, signs, and times stand will be open

Responsibilities:

- ◇ Remind PC to put note in newsletter asking for cookies and other snacks. ECC only allows packaged snacks so coordinate this with PC
- ◇ Schedule volunteers for set up, sales, and clean up at each performance
- ◇ Pick up concessions supplies containers from CTE office
- ◇ Consult with PC as to theme of the show to coordinate with the concessions area
- ◇ Purchase soda and other beverages and arrange for coolers and ice
- ◇ Make price and other display signs
- ◇ Arrange for tablecloths and table skirts as necessary
- ◇ Confirm with PC that Producer will get cashbox starter change

- ◇ Arrange for baskets or other items to display food items
- ◇ Purchase plastic bags to wrap unwrapped foods
- ◇ Set up concessions tables one hour prior to beginning of the show
- ◇ Clean up concession area after each show
- ◇ Consult with Production Coordinator regarding safeguarding concession money during the production
- ◇ After show, return all left over concession items to the Producer
- ◇ Turn in receipts to Producer along with a financial report

Costume Committee Chair

Reports to:

Production Coordinator

Job Description:

Direct the making, purchasing, and repairing of the costumes

Responsibilities:

- ◇ Receive the costume designs from the Costume Designer
- ◇ Consult with the Director on the costume selections from the shop
- ◇ Work with Costume Organizer to transport costumes from the costume shop or other locations as needed
- ◇ Monitor the construction, repair, rental, and purchasing of costumes
- ◇ Designate the costumes for cast members
- ◇ Repair costumes, as necessary, during the performances
- ◇ Collect the costumes after the show
- ◇ Work with Costumer Organizer and CTE Costume Coordinator to return ALL CTE owned, purchased or rented costumes to the owner immediately following each production
- ◇ Turn in receipts to Producer

Costume Designer

Reports to:

Producer

Job Description:

Design the costumes and selects the fabrics to best illustrate the mood of the characters and the show, within the given budget

Responsibilities:

- ◇ Consult with the Director on the mood for the characters and the show
- ◇ Create the costume designs for each character

- ◇ Select the fabric for the costumes; purchase if appropriate
- ◇ Give the costume information to the Costume Committee chair for construction
- ◇ Meet with the Costume Committee chair to share information
- ◇ Meet with the Costume Committee chair to select costumes from the shop
- ◇ In conjunction with Director, approve final versions of costumes
- ◇ Consult with the Producer on any budgetary constraints
- ◇ Turn in receipts to the producer

Costume Organizer

Reports to:

Production Coordinator

Job Description:

- ◇ Work in collaboration with the Costume Designer and Costume Committee Chairman.
- ◇ Organize costume pieces onto racks, tables or other storage containers
- ◇ Create temporary name labels for all costume pieces
- ◇ Help cast members return costumes to correct location
- ◇ Responsible for obtaining costumes from the costume shop and returning them again once the Production is over

Director

Reports to:

Producer

Job Description:

Responsible for the artistic direction of the show

Responsibilities:

- ◇ Work with cast, producer, and production staff to create a fun, educational experience culminating in an excellent production
- ◇ Work with the Musical Director, Choreographer, Set Designer, Costume Designer, Assistant Director to create the mood for the show in keeping with the original concept
- ◇ Prepare the rehearsal schedule in a timely manner with input from the musical director and choreographer
- ◇ Select the audition materials and give to the Producer for duplication
- ◇ Attend production meetings

- ◇ Cast the show with input from the Choreographer, Musical Director, Assistant Director, and Producer
- ◇ Rehearse with the cast
- ◇ Prepare rehearsal materials
- ◇ Provide encouraging feedback to the cast
- ◇ Work with the committee chairs to create the appropriate mood for the show
- ◇ Select the music for the show, if applicable
- ◇ Turn in receipts to Producer
- ◇ Attend the performances

Hair and Make-Up Committee Chair

Reports to:

Production Coordinator

Job Description:

Design the hair and make-up for the show. Inventory and purchase necessary supplies

Responsibilities:

- ◇ Consult with the Director on hair and make-up needs
- ◇ Design hair and make-up sketches and display for reference to volunteers
- ◇ Inventory existing wigs, hair supplies and make-up
- ◇ Purchase wigs, make-up and all other supplies as needed
- ◇ Determine what hair styles and make-up should be handled at home and advise the PC to put in newsletter
- ◇ Provide hair/make-up workshops for parents and volunteers as needed
- ◇ Schedule hair/make-up volunteers for dress rehearsals and all performances
- ◇ Approve cast member hair and make-up before they go on stage
- ◇ Insist that cast members store their hair and make up supplies separately and never share with others
- ◇ Turn in receipts to Producer

House Manager

Reports to:

Production Coordinator

Job Description:

Manage the activities of the audience members and ushers for safety concerns

Responsibilities:

- ◇ Consult with counterparts at venues on roles and responsibilities and any training requirements
- ◇ Schedule volunteer ushers for all performances
- ◇ Hold an usher training session for both school shows and public shows

- ◇ Monitor the box office lines for possible delay in starting the show
- ◇ Assign ushers to doors
- ◇ Make sure that there are playbills at every door
- ◇ Get an attendance list for school shows from Group Sales Coordinator
- ◇ Help check in schools as they arrive
- ◇ Direct audience members to their seats
- ◇ Survey the crowd to ensure proper behavior
- ◇ Turn in receipts to Producer

Microphone Manager

Reports to: Stage Manager

Job Description:

Is responsible for the care, maintenance and use of microphones

Responsibilities:

- ◇ Pick up microphones from CTE board member
- ◇ Prepare a microphone plan
- ◇ Purchase batteries
- ◇ Make sure microphones are in working order before every show
- ◇ Return microphones to CTE upon completion of the production

Music Director

Reports to:

Director

Job Description:

Responsible for the musical direction of the show

Responsibilities:

- ◇ Meet with Producer to discuss the Music Director role in the production
- ◇ Work with the cast as far as music is concerned to create and contribute to the overall quality of production
- ◇ Consult with the Director for direction of the overall mood of the production and rehearsal schedule
- ◇ Select the music for the show (if necessary)
- ◇ Attend auditions and offer opinions to Director and Producer about casting the show
- ◇ Be knowledgeable about every musical selection and musical necessity in the show

- ◇ Attend production meetings (if needed)
- ◇ Rehearse the cast
- ◇ Provide opportunities for cast members to warm up before shows
- ◇ Provide encouraging feedback to the cast
- ◇ Attend the performances
- ◇ Turn in the receipts to the Producer

Photographer

Reports to:

Producer

Job Description:

Take candid and staged photos for both publicity and cast member purchase

Responsibilities:

- ◇ Take staged photos and forward to the Publicity Chair
- ◇ Provide individual photos of all cast members to the Cast Board Committee Chair
- ◇ Take candid and backstage photos and create a photo CD for sale
- ◇ Provide an order form and collect payments for photos
- ◇ Distribute photos to purchasers within one month of show's closing
- ◇ Provide a CD of photos to Producer
- ◇ Provide CTE with a photo CD for the library collection
- ◇ Turn in receipts to Producer

Playbill Committee Chair

Reports to:

Production Coordinator

Job Description:

Create and format the playbill for the show using new and seasonal information

Responsibilities:

- ◇ Get required playbill inclusions (i.e. licensing requirements, grant logos, advertising) from Director of Operations
- ◇ Work with Graphic Designer to create playbill cover and overall program design
- ◇ Coordinate with Cast Profile/Cast Board Chair to collect playbill information including cast profiles, director comments, thank-you page, etc.

- ◇ Prepare playbill draft in electronic form and send to PC and others for editing, proofreading, and feedback
- ◇ Adjust font size, etc., so that number of pages in final version, including ads, is a multiple of four if possible
- ◇ Obtain final approval from the Producer before submitting to the printer
- ◇ Deadline for all playbills to be ready printer is 3 weeks prior to opening date
- ◇ Turn in receipts to Producer

Props Committee Chair

Reports to:

Production Coordinator

Job Description:

Design, purchase, collect, and create the props needed for the production as outlined

Responsibilities:

- ◇ Consult with the Director on props needed
- ◇ Create a props list
- ◇ Give Production Coordinator a list of needed props
- ◇ Borrow, make, rent, or purchase props
- ◇ Set up one or more props tables and organize props
- ◇ Go over use and care of props with the actors
- ◇ Check props tables before and after the shows
- ◇ Repair and replace props as needed
- ◇ Schedule volunteers to work the props tables during tech week and performances
- ◇ Return props to their owners
- ◇ Turn in receipts to Producer

Publicity Committee Chair

Reports to:

Producer/Production Coordinator and CTE Publicity Coordinator

Job Description:

Coordinate preparation and distribution of publicity to a variety of outlets to promote the show

Responsibilities:

- ◇ Consult with Producer, CTE Publicity Coordinator, and Director of Operations for CTE policies, practices, and requirements with regard to publicity
- ◇ Confirm with Producer that posters and flyers have been ordered
- ◇ Coordinate the distribution of posters and flyers Get cast list and their cities of residence from Production Coordinator
- ◇ Send draft of press releases to the CTE Publicity Coordinator, Director of Operations and Producer before submitting
- ◇ Contact local newspapers, meet photographer for scheduled photo shoot
- ◇ Monitor newspapers for printed publicity, bring copies backstage for display
- ◇ Turn in receipts to Producer

Set Building, Move-in & Strike Committee Chair

Reports to:

Production Coordinator

Job Description:

Coordinates the building, transporting, loading in, removal and storage of the set

Responsibilities:

- ◇ Consult with chairs for Set Design, Building, and Painting, and CTE Set Shop Coordinator
- ◇ Build the set and or drops using the blueprints and materials provided
- ◇ Schedule volunteers to assist throughout
- ◇ Check with PC to see if truck has been scheduled, if needed
- ◇ Load the truck at location and unload at venue
- ◇ Have set ready to move in **on time** and attend set move in
- ◇ Bring pizza/snacks during set move-in
- ◇ Move set pieces in and assist with assembling set, hang drops as needed
- ◇ Work with Painting Chair and make pieces available for painting
- ◇ During production week, finalize set building and answer questions
- ◇ Assist in set strike, take drops down and dismantle set
- ◇ Throw away unwanted pieces; load truck, move pieces to be kept in storage
- ◇ Turn in receipts to Producer

Set Designer

Reports to:

Producer

Job Description:

Create a set design to best illustrate the mood of the show within budgetary guidelines

Responsibilities:

- ◇ Consult with the Director on the concept of the show
- ◇ Design the set based on the Director's Concept
- ◇ Inventory current stock for use
- ◇ Create and provide a materials-purchasing list to Producer or Carpenter
- ◇ Create and provide a list of items to rent such as fog or bubble machines, drops, etc., to the Producer
- ◇ Create blueprints to be used for building the set
- ◇ Select paint colors and paint types to be used
- ◇ Consult with the Set Building Chair on how to build, paint & decorate set
- ◇ Turn in receipts to Producer

Set Painting Committee Chair

Reports to:

Production Coordinator

Job Description:

Coordinates the painting of the set pieces after construction

Responsibilities:

- ◇ Consult with Set Designer, Set Building Chair, and CTE Set Shop Coordinator
- ◇ Schedule volunteers
- ◇ Inventory materials
- ◇ Purchase materials
- ◇ Paint the set as directed
- ◇ Attend move in
- ◇ Finish painting the set, including drops if required
- ◇ Turn in receipts to Producer

Stage Crew Manager

Reports to:

Production Coordinator

Job Description:

Responsible for the running of the show, backstage

Responsibilities:

- ◇ Attend rehearsals and become familiar with the production
- ◇ Schedule volunteers to work backstage
- ◇ Work with venue counterparts to determine roles and responsibilities

- ◇ Create a set-moving plot
- ◇ Attend production week rehearsals
- ◇ Assign volunteers to move specific pieces
- ◇ Set the stage before, during, and after the show
- ◇ Work with committee chairs to learn of other committee needs
- ◇ Assign a Microphone Manager and train
- ◇ Turn in receipts to Producer

Auxiliary Board - Group Sales Coordinator

Reports to:

Show Producers and Director of Operations

Job Description:

Oversee sales, publicity, and other arrangements for all school show and Saturday matinee group performances

Responsibilities:

Timeline for school shows efforts

Before school year begins:

- JUNE/JULY: Assist the director of operations in creating and publishing the season teacher brochure and poster, generally about 3,000 copies of brochure and 100 copies of poster.
- Make sure online reservation forms on CTE website are up and running for new season.
- END OF JULY/1ST WEEK OF AUGUST: Contact school administrators as required by each school district to obtain permission to distribute flyers and posters. (Generally must provide a copy of brochure and poster to them for approval.)
- Organize and train personnel to deliver materials to each school as needed. Prepare maps and instructions for routes as needed.
- 1ST WEEK OF AUGUST UNTIL FINISHED: Oversee the distribution of flyers and posters to both public and private schools. Generally provide brochures for all teachers in elementary schools and enough for music, drama, and other fine arts teachers in middle and high school.

Once season begins:

- Provide input to producer regarding feasibility of adding/canceling a performance.

- Oversee the preparation of study guides for school shows. Make sure guides are emailed to teachers at least two weeks before performance.
- Check the CTE orders database regularly to stay apprised of reservations and payments.
- Utilize the CTE group sales coordinator email address to make sure teachers are up-to-date on payments and that questions are being addressed.
- Coordinate with production coordinators to provide a letter to send home with CTE families that explains student's absence the day of performances and invites teachers to bring the class to see the show.

Saturday Group Matinee Efforts

- Contact program leaders for Boy and Girl Scouts, senior citizens, churches, and other groups to promote Saturday matinees or other group events.
- Work with show producer and publicity coordinator to plan special pre-show/post-show events, other outreach activities, or other promotions or prizes

As show approaches and during show:

- Plan on attending and assisting with all school and group shows
- Coordinate with house management committee in advance for ushering school shows and Saturday matinees
- Provide printed tickets for walk-up patrons for school shows
- Arrange for cash box, starter cash, and workers as needed for lobby ticket sales. Cash box is stored at CTE office.
- Provide signage at venue to direct patrons to ticket sales table
- Provide box office and house manager with list of schools, contact teachers, number of students, and number of buses 1-2 days before performances so they can create a plan for seating students. Hemmens requires an exact count of buses expected.

Post-show:

- Help close out sales and return supplies to office.
- Verify final attendance at shows to send to Hemmens Box Office manager for use in calculating City of Elgin admissions tax charged to CTE.
- Assist with preparing an online survey for teachers and/or groups and sending link to teachers and leaders. Help evaluate the results and submit to board president.

- Provide feedback and suggestions for improvement to director of operations and producer.

Auxiliary Board - Publicity Coordinator

Reports to:

Job Description:

Provides consistent publicity and marketing assistance for all shows

Responsibilities:

- Create a handbook of instructions with check-off list for show publicity chairs.
- Meet with producers early on to find out their plans and purposes with regard to printed publicity. Will it just be posters? Flyers? Cards? Signs? How many? Where to?
- Provide a timeline for various marketing strategies, i.e., posters displayed 4 weeks before a show, etc.
- Provide show publicity chairs with a list of businesses and locations that are willing to display our posters. List includes CTE advertisers and others.
- Organize and train the publicity committee for each show.
- Maintain an updated media contact and online publicity list.
- Write or have someone else write high-quality press releases that include grant recognition and other pertinent information per Director of Operations and submit to media.
- Post events to online calendars and newspapers using publicity coordinator email address.
- Arrange for event information to be displayed on sign boards. Producers need to budget for this expense and payment made well in advance.
- Provide frequent updates for CTE's Facebook page.
- Seek additional publicity outlets and opportunities.

2014