

THE EMPTY SPACE BOARD JOB DESCRIPTIONS

EXECUTIVE DIRECTOR (BOARD PRESIDENT)

- Creates, organizes and implements comprehensive plan for theatre business
- Ensures organization is following guidelines set forth in bylaws
- Presides over Executive, General and Advisory Board meetings
- Oversees Artistic, Operations, Financial, Marketing and Communications Directors
- Serves as Chairperson for the Nomination Committee
- Any other duties assigned by the Executive Board or in the bylaws
- All duties assigned to at large directors in addition to above responsibilities

ARTISTIC DIRECTOR (BOARD VICE PRESIDENT)

- Plans shows, dates, directors for theatre season
- Schedules performances, auditions, rehearsals, and events at the theatre.
- Keeps master calendar of all events, productions, rehearsals, meetings
- Oversees all aspects of production for each show
- Oversees directors, actors, technicians, costumes, props, sets and lights
- Oversees production and distribution of email newsletter
- Oversees Technical Director and Marketing Director
- Any other duties assigned by the Executive Board or in the bylaws
- All duties assigned to at large directors in addition to above responsibilities

OPERATIONS DIRECTOR (BOARD VICE PRESIDENT)

- Oversees operations of theatre including physical plant on day to day basis
- Orders and maintains all office, organizational, safety and cleaning supplies
- Key Distribution for TES
- Maintains and updates the Operations Manual.
- Maintains organization of physical plant, office, dressing room, etc
- Ensures programs and other literature is prepared for each show
- Oversees Facilities Director and Personnel Director, as well as Concessions & Merchandise Managers, and Printer/Historian
- Any other duties assigned by the Executive Board or in the bylaws
- All duties assigned to at large directors in addition to above responsibilities

FINANCIAL DIRECTOR (BOARD TREASURER)

- Creates, organizes and implements comprehensive financial strategy
- Creates and implements budgets for theatre operations
- Organizes and records all deposits, expenditures, and receipts
- Pays all bills and keeps track of all credit purchases
- Organizes and keeps track of all financial documents
- Maintains and files all tax documents for non-profit organization
- Oversees Fundraising Director
- Orders and keeps track of all concessions and merchandise inventories
- Any other duties assigned by the Executive Board or in the bylaws
- All duties assigned to at large directors in addition to above responsibilities

MARKETING DIRECTOR

- Creates, organizes and implements comprehensive marketing strategy
- Sends press releases to all media organizations for each event
- Schedules interviews and promotional appearances
- Coordinates special events for marketing purposes
- Plans and executes any radio, television, newspaper, media advertising
- Ensures that all online outlets (social media/events calendars/website) are updated and maintained by the marketing team*
- Oversees design and production of all posters, tickets, programs, advertising
- Oversees and ensures distribution of promotional materials
- Plans and organizes distribution of promotional materials
- Serves as Chairperson for the Marketing Committee
- As Chairperson of Marketing Committee he/she delegates duties to any and all members of the marketing committee.
- Any other duties assigned by the Executive Board or in the bylaws
- All duties assigned to at large directors in addition to above responsibilities

COMMUNICATIONS DIRECTOR (BOARD SECRETARY)

- Maintains, organizes and files all non-profit organization records
- Keeps minutes for meetings of the Executive, General and Advisory Boards
- Maintains communications between all board members
- Sends out reminders for meetings and copies of minutes to board via email
- Maintains membership contact lists and all organization mailing lists
- Monitors incoming emails and forwards them to the necessary board director.
- Any other duties assigned by the Executive Board or in the bylaws
- All duties assigned to at large directors in addition to above responsibilities

TECHNICAL DIRECTOR

- Ensures the theatre is a safe working environment.
- Oversees technical elements of theatre (sets, sound, props, lights, etc)
- Recruit, train, schedule and supervise all technical crew.
- Coordinates and facilitates all upgrades and changes to the theatre space including workrooms, rehearsal space, acting space, seating, and production booth.
- Works in conjunction with the Gallery director on upgrades and changes to the preshow lobby/art gallery.
- Inspects, evaluates, and maintains technical theatre equipment (lights, sound, building supplies, etc.) to ensure it meets safety and operating requirements
- Works with directors and the financial director for purchasing consumables for each show.
- Assists directors (as needed) in scheduling volunteers to work run of show (lights, sound)
- Partners with Personnel Director and directors to ensure recruitment and scheduling of volunteers to work on build and strike days
- Oversees and schedules (in conjunction with the Artistic Director) all build days and strike days for each production
- Any other duties assigned by the Executive Board or in the bylaws
- All duties assigned to at large directors in addition to above responsibilities

FACILITIES DIRECTOR

- Identifies areas of improvement regarding safety/security by conducting quarterly inspections of facility inside and out
- Maintains physical structure (and non theatrical equipment) inside and out
- Plans and implements improvements to physical structure
- Maintains cleanliness of theatre on day to day basis
- Keeps work schedule and plans work days
- Any other duties assigned by the Executive Board or in the bylaws
- All duties assigned to at large directors in addition to above responsibilities

PERSONNEL DIRECTOR :

- Schedules workers for run of show and work days
- Keeps updated records of volunteer workers and maintains personnel files including reviews of volunteers.
- Assigns and does follow-up on all job tasks at the theatre
- Creates (and updates as needed) training materials and program for all volunteers
- Any other duties assigned by the Executive Board or in the bylaws
- All duties assigned to at large directors in addition to above responsibilities

GALLERY DIRECTOR :

- Creates an informational packet for artists wishing to submit work
- Reviews Artist Agreement with all artists displaying their works
- Responsible for keeping a full and accurate inventory of all items for sale in the gallery
- Communicates all gallery event dates and times with the Artistic Director
- Communicates all gallery inventory, and the execution of all finance transactions with the Financial Director
- Communicates full information of any gallery events with the Marketing Director and team; flyers, dates, attractions, time, fees, press release
- Submits a full press release of all gallery events to the Marketing Director and team for approval and release
- Ensures all artwork is properly labeled and follows standards of a clean and neat gallery
- Love art
- Any other duties assigned by the Executive Board or in the bylaws
- All duties assigned to at large directors in addition to above responsibilities

AT LARGE DIRECTOR :

- Serves on at least one of the ongoing organizational committees
- Serves as House Manager, Concessions or Door (or finds alternate) for four shows per month (unless directly involved in production)
- Any other duties assigned by the Executive Board or in the bylaws
- All duties assigned to at large directors in addition to above responsibilities

Additional Non-Board member positions or At-Large emphases:

Marketing Assistant/Social Media Coordinator

Advertisement Sales (Part of Marketing Committee)

- Actively works to sell ads to be included in show programs
- Forwards ad info to Program Coordinator in a timely manner to ensure inclusion in programs

Program Coordinator (Part of Marketing Committee)

- Designs Program
- Communicates with director to ensure Director's notes, Cast Bio's, Special Thanks and FREE ad *requests* are turned in and included
- Communicates with Ad Sales to ensure ads are turned in and included
- Forwards program to Printer/Historian

LATE NIGHT/SPECIAL EVENT COORDINATOR

- Oversees late night productions and all special events
- Slates the season for all the late night shows to fall on the 2nd, 3rd, and/or 4th weekend of prime time shows
- Gets late night directors to sign contracts and hands out keys
- Checks in with late night directors weekly on progress
- Sets up Board Night on Wednesday of tech week for board members to attend and see production.
- Creates audition and event pages on facebook for late night productions.
- Makes sure marketing (fliers, website, newspaper, etc) is being taken care of.
- Communicates with Artistic Director about scheduling.
- Applies for rights for late night shows and makes sure director pays it.
- Communicates with board about late night productions.
- Any other duties assigned by the Executive Board or in the bylaws
- All duties assigned to at large directors in addition to above responsibilities

FUNDRAISING DIRECTOR

- Organizes all special events and fundraising activities
- Organizes theatre membership and program advertising/sponsorship
- Writes and searches for grants and alternate sources of funding
- Creates ideas for merchandising and concessions
- Generates increase in funding through merchandising
- Serves as Chairperson for the Fundraising Committee
- Any other duties assigned by the Executive Board or in the bylaws
- All duties assigned to at large directors in addition to above responsibilities

Board Printer/Historian

- Keeps records/copies of all posters, articles, and promotional information
- Prints Programs
- Prints Comment Cards

Data Coordinator

- Physical and email addresses are pulled onto one comprehensive list and forwarded to Marketing
- Email addresses are forwarded to newsletter Coordinator
- Capturing attendance and donation data for each individual performance
- Creates a report for each production based on the information received on comment cards, attendance and donation data
- Communicates information to board, (specifically Marketing and Artistic) and to the Director of production

Concessions Manager (Part of Operations)

- Identifies areas of improvement in the kitchen/concessions

- Creates a business plan for increasing sales
- Consults with Marketing and Production Director on food/beverages to be sold
- Takes inventory of all consumables
- Ensures consumables are purchased and re-stocked as needed

Merchandise Manager (Part of Operations)

- Finds items for us to sell on a regular basis
- Consults with Marketing, Artistic and Production Director's regarding special items to be sold
- Keeps inventory and re-stocks as needed

Gallery Curator

- Works closely with Gallery Director
- Ensures show fliers are created and distributed
- Posts fliers in front window
- Writes events notices and sends in for approval

Internships/Apprenticeships

- Facilities, Personnel, Technical, Theatre Management, Office