

THE BOARD OF DIRECTORS *and Other Volunteers* RESPONSIBILITIES AND DUTIES

Board members are expected to:

1. Attend monthly Board meetings, membership and any special meetings that are called. Three absences in one year may result in separation from the Board.
2. Serve as House Manager for at least one performance each show.
3. Read plays submitted by Play Reading Committee and be ready to discuss them.
4. Keep the Board advised of your area of responsibility.
5. Be familiar with Constitution, Bylaws and Operational Manual of HLT.
6. Look to improve all phases of HLT.
7. Be alert for qualified prospective new members of Board.
8. Try to have someone in training for your position.
9. Board members may appoint individuals to assist them and delegate any portion of their duties. However, such appointments shall not relieve the member of ultimate responsibility for those duties.
10. All Board members and their helpers shall have the power and authority necessary to accomplish their tasks, applied with common sense and good judgment, but no binding commitments can be made on behalf of the Corporation without the authorization and approval of the Board. This is particularly true of financial obligations, except that the committees may expend their budgeted funds for the purposes specified, at their discretion.



The **PRESIDENT** of HLT is the principal representative to the community and as such must be kept aware of all theatre functions by each Board Member.



The **VICE PRESIDENT** shall assume the office of the President upon the resignation or incapacity of the President; Be prepared to take over for the President at any given meeting or function.



The **SECRETARY** shall, in addition to other duties:

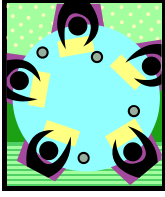
1. Record the minutes at all Board and Membership meetings. Have them emailed or mailed to all Board members and Trustees as soon as possible following each meeting. Put motions in bold.
2. Keep a separate record of all motions and amendments for end of year report.
3. Keep Manuals and Directories up to date



TREASURER is responsible for seeing that all the financial affairs of HLT are done effectively in all areas of the theatre performance. Insuring adequate controls and proper record keeping.



ARTISTIC DIRECTOR is responsible for the artistic quality of the theatre's product and for every aspect of a production that affects that quality.



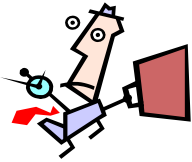
Casting Coordinator is responsible for arranging auditions, soliciting qualified actors and working with the director to see that auditions are conducted in a professional manner.

Play Selection Committee is responsible for putting together a season package of plays and directors. Make a schedule for the upcoming season and present it to the Board for approval.



The **Play Director** shall be responsible for all phases and aspects of the production dealing with the artistic quality of the same. In accepting a play, the Director assumes the obligation of complying with the Board's policies, procedures and regulations.

EXECUTIVE PRODUCER is responsible for the production budgets and staffing of each production. Be an advisor to the producer of each production to assure that all aspects of the production run smoothly and in a timely manner. Responsible to staff and oversee the properties, make-up and costumes departments. Keep Manuals and Directories up to date. Manage the WEB site.



The **Producer** shall oversee the production to assure that all aspects of the production run smoothly and in a timely manner. And shall manage the financial aspects of the production.

The **Stage Manager** is responsibility for managing all rehearsals, notes all blocking, maintains & communicates the rehearsal schedule; manages back stage crew and dressers during the run.

The **Set Dresser** is responsible for collecting and returning all furniture, wall decorations, rugs, stage properties, etc. needed for a production.



The **Props Collector** is responsible for collecting and returning the required props needed for a production.

The **Back Stage Crew** is responsible for all setting furniture & properties before and during performance.



The **Costumer** is responsible for designing and obtaining/building all costumes required by the Director.

The **Makeup Artist** is responsible for: designing makeup and special character effects as required by the Director for a production; improving, maintaining and keeping in order the makeup area; replacing the makeup supplies

when needed adhering to the production budget.

The **Facilities Coordinator** is responsible for keeping buildings (Barn theatre and House) and grounds in good condition at all times; doing general preventive maintenance. Make necessary improvements to increase comfort and convenience of cast, crew and audience.



The **PATRON/MEMBERSHIP DIRECTOR** is responsible for maintenance of the mailing list and membership records. Organizing the membership meetings. Conducting an ongoing campaign for new members and patrons. Responsible for the reservations and box office coordinators. Group sales coordinator and the Barn Owl Newsletter Editor.

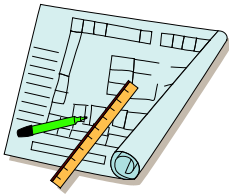
The **PUBLICITY DIRECTOR** is responsible for overseeing all publicity for the theater.



Sales Persons -Responsible for the marketing of advertisements in theatre publications, and finding Sponsors for productions.

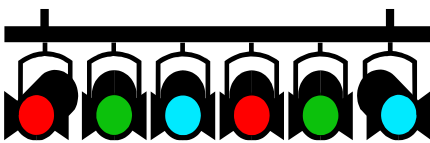
Graphic Arts -Responsible for the theatre's publications, printed material and advertisements that include graphic arts.

Playbill Composer -Responsible for developing copy for the creation of the playbills. Coordinating with the printer and delivery to the theatre in a timely manner.



The **TECHNICAL DIRECTOR** is responsible for the safe and efficient operation of all stage activities & equipment prior to, and during the run of each show. This shall include supervision of set construction, painting, lighting, sound, special effects and mechanical devices. The Technical Director is the liaison between the Director/Designers and the Set Construction Crew Chief; the lighting and sound technicians and the Stage Manager. Recommend and obtain Board approval for and oversee the implementation (including the migration of HLT's data into) the new software program.

The **Set Designer** works closely with the Play Director and the Technical Director to facilitate the requirements of the show. The Technical Director shall work with the Construction Crew Chief to implement the design.



The **Lighting Designer** works closely with the Director and the Master Electrician to facilitate the requirements of the show. Responsible for the installation of lighting equipment prior to the show

The **Lighting Technician** works under the direct supervision of the Lighting Designer and the Technical Director. Responsible the operation of the console during the run.



The **Sound Designer** works closely with the Director and the Sound Master to facilitate the requirements of the show. The Technical Director shall assist to implement the design. Responsible for the installation of sound equipment prior to the show.

The **Sound Technician** -Works under the direct supervision of the Sound Designer and the Technical Director. Responsible for the operation of the console during the run.

Set Construction Crew Chief - Responsible for the fabrication and preparation of the sets for each play in accordance with the design under the supervision of the Technical Director.

The **Set Construction Crew** works under the direct supervision of the Crew Chief in building and striking the set.



VOLUNTEER DIRECTOR – oversees the use of volunteers and shall keep a record of all volunteers' activities. Shall contact anyone who indicates interest in working with the theatre or anyone referred to the theatre as a possible volunteer. Each person should be asked in what areas he/she would like to participate.



Concessions Chair -Schedule, train and oversee all volunteers working the concessions.



Shopping Person -Responsible to purchase all provisions for the theatre concessions and other supplies as needed or requested by a Board Member. You will be given a Wal-Mart card and a Sam's Club card. The Social Chairman will give you a shopping list before each play and each function.

Social Chair -Responsible for all social functions, e.g., Tech Sunday, Opening Night Reception, Annual Meeting and Open Membership Meeting, Bernie Awards Banquet.

* Board members are noted in CAPS. **Other Volunteers** are in upper/lower case and underlined.