

PROPOSED LIST OF BOARD OF DIRECTORS FOR ANNUAL MEETING

1) PRESIDENT

- a) Executive Committee
- b) Preside over Annual meeting
- c) Write article reviewing the past year for annual report
- d) Insure that all members of the Board that need to, report to the membership at the Annual meeting
- e) Preside at the Board meetings
- f) Issue a monthly report to the Board, as President
- g) As a member of the Executive Committee, convene the Committee upon the request of any member. Report conclusions to the next meeting of the Board
- h) Welcome guests to Premier nights and act as BMOD
- i) Also take turn as BMOD during the run of each show
- j) Be involved in any problems facing the Williamsburg Players
- k) Write an article for each StageWrite and Playbill, as a welcome from the President

2) VP BUSINESS

- a) Executive Committee
- b) Grants
- c) Government Liaison
- d) Fund Raising Committee Member
- e) Assume the duties of the President in the event of an unspecified or unexpected absence of that officer.
- f) Exercise specific oversight of all business and financial operations.
- g) Coordinator for all long-term contracts and mortgages, working with the Treasurer and the director providing assessment and analysis.
- h) Sitting member of the Executive Committee which addresses concerns requiring immediate consideration. Any such actions will be reported to the Board at the next regularly scheduled meeting.
- i) Oversee the management of our Box Office staff in conjunction with Treasurer.

3) TREASURER

- a) Executive Committee
- b) Maintain daily operations of WP operating and mortgage accounts, recording all transactions and maintaining documents.
- c) Create monthly financial reports on the status of budgets and accounts. Create and present an annual report for the Annual Meeting
- d) Work with other Board Members to devise an annual budget to meet WP financial and artistic goals.
- e) Track spending and income within all budget lines and oversee other Board Members and Production Managers to try to keep budget within projections. Identify shortfalls or overspending as soon as possible to attempt to regulate.
- f) Record donations and ticket sales.
- g) Deposit profits and maintain concessions, box office, and small change funds during show runs.
- h) Cut checks as required for all expenditures and maintain needed memberships.
- i) Work with accountants to complete annual tax returns.
- j) Complete annual insurance audit.
- k) Identify when extra funds have become available and guide other Board Members in finding best uses for that money.
- l) Work with Technical Director to collect funds from building rentals.
- m) Work with Director of Season Development to arrange licensing for productions and pay licensing fees in a timely manner.
- n) Devise a list of targeted donations to identify current theater needs and seek donors to provide those donations.
- o) Work with Production VP to manage regular Sunday rental of building by Kingdom Living Ministries and liaison with
- p) Oversee the management of our Box Office staff in conjunction with VP of Business.

4) SECRETARY/PUBLICATIONS

- a) Executive Committee
- b) Minutes
- c) Business Phone Monitoring
- d) Oversee the production of all written Publications
 - i) Stagemate
 - ii) Playbill
 - iii) Season Subscription Brochure

5) PRODUCTION DIRECTOR

- a) Supervises and evaluates key technical personnel, including Production Managers and Directors, to maintain artistic integrity of productions and easy transitions between productions
- b) Work with the Director of Season Development when creating a proposed season to the Board
- c) With Treasurer, helps to develop production budgets for upcoming season
- d) Reports to the Board of Directors on a regular basis to give an update on artistic activity
- e) Supervises the maintenance of written procedures manual for technical and production staff
- f) Meet with all directors/production staff for season along with Technical Director
 - i) Director meeting – shortly after season is announced
 - ii) discuss rental requests
 - iii) auditions
 - iv) rehearsal
- g) Sign off on all general production expenses
- h) Oversee and manage the organization and upkeep of:
 - i) props
 - ii) costumes
 - iii) set pieces

6) TECHNICAL DIRECTOR

- a) Oversee and manage the organization and upkeep of:
 - i) sound system
 - ii) lights/light system
 - iii) communication system
 - iv) monitor
 - v) all other technical aspects of the theatre
- b) Attends technical Week rehearsals, in order to supervise and assist in the technical aspects of the mounting the show.
- c) Meet with all directors/production staff along with the Artistic Director
 - i) Strike
 - ii) Lighting booth Rules and Etiquette
 - iii) Scene Shop Rules and Etiquette
 - iv) Work with Facilities Manager in scheduling, building set, hanging lights and access to building itself
- d) Rentals
 - i) Meet pre-rental for tour and technical consultation
 - ii) arrange technical support if necessary
 - iii) arrange BMOD if necessary
- e) Children's Theatre BMOD
 - i) Arrive by 9am
 - ii) Bring up stage lights
 - iii) Help with Box Office/Ushering/Concessions

7) DIRECTOR OF MEDIA RELATIONS

- a) Develop Publicity Calendar for the entire season and regularly scheduled Special Events (i.e. Children's Theater, Christmas Show)
- b) To provide consistency and timely placement of:
 - i) Press Releases to
 - ii) Advertisements for Productions
 - iii) Flyers, postcards, etc. for advertising Williamsburg Players
 - iv) Solicitations with area Retirement Communities, Schools, Military MWR/ITT offices, etc. to increase attendance and public awareness
- c) Presence at Local Events
 - i) Second Sundays
 - (1) Contacting Shirley Vermillion
 - (2) Set-up/Take-down
 - (3) Arrange coverage for 6 hours
 - ii) Local Festivals
- d) Social Media
 - i) Facebook
 - (1) Events
 - (2) Promotional Posts
 - ii) Local Events Calendars
 - (1) Virginia Gazette
 - (2) Daily Press
 - (3) Additional options
 - iii) Website
 - (1) Kept Up-to-Date
 - (2) Pleasing to viewer
 - (3) Easy to "surf"
 - (4) Maintain communication with Season Development to insure Calendar is kept up to date
 - iv) Virginia.org listings
 - (1) Williamsburg Players
 - (2) Individual Shows
 - (3) Children's Theater Shows
 - (4) Summer Show

8) DIRECTOR OF FACILITIES MAINTENANCE

- a) Responsible for the safety of all personnel in and around the James-York Playhouse who belong there during rehearsals, auditions, performances, meetings and any and all other Special Events
- b) Maintain building
- c) Schedule cleanings for shows
- d) Schedule garbage collections
- e) Schedule outside ground maintenance
- f) Other duties scene shop work and set build and take down
- g) Maintain Theater Calendar on Website and at Theatre for
 - i) Rehearsals
 - ii) Performances
 - iii) Auditions
 - iv) Children's Theater
 - v) Church
 - vi) Special Events
 - VII) Rentals

9) DIRECTOR SEASON DEVELOPMENT

- a) Spearhead Season Selection Committee
- b) Solicit for Directors
- c) Pursue Rights to potential Plays
- d) Submit Season for board approval
- e) Maintain “Google” Calendar with Rehearsals, Rentals, Performances, Special Events, etc.

10) DIRECTOR ADVERTISING AND FUND RAISING

- a) Program Ads
- b) Solicit for Sponsors for each of our regularly scheduled season productions
- c) Working in tandem with the VP of Business and VP-Business in creating additional Fund Raising Ideas/Events

11) DIRECTOR OF VOLUNTEER RECRUITMENT

- a) BMOD
- b) Write Monthly written board report
- c) Attend and Contribute at monthly Board Meeting
- d) Buy and give Appreciation flowers/gifts given to director, cast and crew of each show.
- e) Create and hang “Break a leg” poster in green room
- f) Write/Send Thank you notes.
- g) Monitor and edit Volunteer Response Form daily (send form to potential volunteers.
- h) Send new potential volunteers to appropriate staff ASAP.
- i) Promote On-line Volunteer form (Via Facebook, word of mouth, send to every cast and crew member, etc.)
- j) Obtain cast/crew lists from directors.
- k) Cast/Crew experience survey-send post rehearsal period (Follow up with any complaints)
- l) Director/Stage Manager Experience Survey- Send post show (Follow Up with any complaints)
- m) Answering weekly emails sent to Volunteering@Williamsburgplayers.org and Williamsburgvolunteer.com
- n) Return phone calls to all volunteer inquiries
- o) Monitor and post in “WilliamsburgVolunteers.com”-hoping to acquire more WP volunteers. (Looking for Ushers, concessionaires, back stage support, and marketing/promotions report.)
- p) Attend meetings/lunches/dinners with potential volunteers.
- q) Plan Appreciation Party for volunteers/ find other ways to show appreciation
- r) Coordinated with Deborah and Les for Premier night- staff event with catering/entertainment volunteers.
- s) Coordinate with Carol Moff to staff shows with ushers and concessionaires.
- t) Send Premier Night invitations and thank you notes to “behind the scenes” people to show appreciation.
- u) Other Non-Volunteer Position Duties:
 - i) Take inventory of concessions/closet supplies before every show or event at theater
 - ii) Buy concession/closet supplies/ alcohol for Premier Night and Show Run items
 - iii) Stock items in concession/closet
 - iv) Coordinate with Peter to buy bathroom large paper towels
 - v) Assisted Special Events chair as needed
- v) Attend various meetings with community members and organizations

12) DIRECTOR OF SPECIAL EVENTS/EDUCATIONAL EVENTS

- a) Christmas Show
- b) Valentine’s Show
- c) Children’s Theater
- d) Coordinate WISC Summer Camp
- e) Spearhead the Fund Raising Committee while working in tandem with the Director of Media Relations and VP-Business in soliciting to area schools, churches and daycare establishments to increase attendance and public awareness of our Children’s Theater program.