

NAGs Players role descriptions, September 2020

Executive roles

These roles have overall responsibility to guide the NAGs and ensure they remain solvent. They are elected for terms of two years.

Chair	<ul style="list-style-type: none">• Represent and promote the NAGs, including advising organizations such as Theatre Ontario and ACT-CO of upcoming seasons' productions.• Ensure committee members carry out their responsibilities.• Host monthly committee meetings; prepare agendas.• Preside over meetings and other formal functions.• Liaise with the Tranzac on all matters affecting the NAGs.• Work closely with the Treasurer to ensure the NAGs remain solvent.• Produce timely receipts for all NAGs-related purchases and services.
Treasurer	<ul style="list-style-type: none">• Oversee and approve budgets for productions.• Produce accurate production and yearly financial reports in time for the AGM.• Liaise with related financial institutions and astutely manage NAGs' bank account.• Issue funds for NAGs upon receipt of accurate receipts.• Liaise with Chair with respect to making Tranzac space reservations.
Secretary	<ul style="list-style-type: none">• Attend committee meetings, record minutes, and circulate to committee members within 7 days of meeting.• Liaise with Chair and Treasurer to produce correspondence for the Tranzac to secure performance dates.• Inform all Committee Members and related individuals of NAGs meetings.• In the absence of the Chair, preside over committee meetings.• Produce timely receipts for all NAGs-related purchases and services.

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Committee roles

These roles, in conjunction with the Executive roles, form the NAGs Committee that meets once a month and keeps the organization running. They are elected annually.

Box Office	<ul style="list-style-type: none">• Handle all ticket reservations (e-mail and phone) and group bookings.• Ensure e-mail and voicemail bookings are confirmed within 48 hours.• Ensure appropriate front-of-house staff for each production.• Work cooperatively with front-of-house staff to ensure appropriate seating arrangements.• Produce timely receipts for all NAGs-related purchases and services.
Front of House	<ul style="list-style-type: none">• Ensure the door is staffed for each performance with volunteers to set up seating, take payments, check tickets, sell raffle tickets, and escort people to seats if necessary.• Working with the Box Office, arrange and set up audience seating plans as necessary prior to each show.• Ensure volunteers remit any cash takings to the Treasurer for deposit to the bank.• Produce timely receipts for all NAGs ticket sales and related purchases and services.
Membership	<ul style="list-style-type: none">• Develop a strategy and plan for increasing membership and retaining existing members, including planning at least two casual social events annually for members and potential members.• Keep accurate lists of NAGs subscribers (members, patrons, and alumnae) and technical resources.• Develop knowledge of MailChimp and Excel in order to<ul style="list-style-type: none">- Update the mailing list when new members join or other changes are requested.- Understand mailing list segmentation in order to send emails to subsets of subscribers.- Carry out or oversee e-mail or regular mail campaigns to subscribers or subsets of subscribers.- Produce/export reports from Mailchimp- Provide subsets of lists to other committee members for mailings or when lists of potential production helpers are requested.- Keep track of membership expiry dates and change member statuses accordingly.- Maintain the Excel "snail mail" list of subscribers who do not have email addresses, and produce labels for mailings when requested.• Attend initial read-throughs and occasional rehearsals to ensure that membership fees for new members are collected and passed on to the Treasurer.• Whenever possible, notify the Committee of members' important life events (e.g. births, deaths, relocation).• Produce timely receipts for all NAGs-related purchases and services.

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Production Coordinator

- In advance of auditions, schedule pre-production meetings with producer, director, stage manager and marketing team to establish vision, production and design requirements.
 - Schedule rehearsal space as much in advance as is possible.
 - Upon confirming the season's productions, ensure scripts and rights are acquired (this may be done by the Treasurer) and distribute scripts to cast and crew.
 - Establish and ensure management within a budget for each production.
 - Establish both Producer and Stage Manager for each production and ensure they fulfill the responsibilities of their respective job descriptions in the context of each production. Provide support to the Producer and Stage Manager as they carry out their production activities and attend production meetings as requested.
 - Act as liaison, when necessary, between a production's cast/crew and the Committee for any sensitive issues.
 - Oversee and communicate to Production Department Heads regarding their interests during productions and any issues arising at Committee Meetings.
 - Maintain lists of websites and login information for posting casting calls, and either post the calls or ensure that the show's Producer has the information and ability to do so.
 - Ensure consistency of information by developing, maintaining, and sharing templates for cast and crew lists, casting calls, production schedules, and any other documents helpful to the production process.
 - Maintain lists and contact information of production helpers (set builders, set painters, etc.) to provide to each show's Producer.
 - Produce timely receipts for all NAGs-related purchases and services.
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Publicity/ Advertising

- Develop appropriate promotional strategies.
 - Establish and maintain media contacts.
 - Ensure flyers, posters and programs are designed to graphically reflect the theme of the production.
 - Organize the printing and distribution of flyers and posters at least 2-3 weeks prior to production opening.
 - Ensure timely placement of advertisements for NAGs shows in local newspapers and magazines, and on appropriate websites.
 - Distribute flyers to NAGs members to promote productions.
 - Write and distribute timely press releases.
 - Organize and coordinate special promotional publications.
 - In cooperation with the Chair, liaise with outside organizations related to the promotion of NAGs' business.
 - Coordinate monthly check-ins with Social Media member to maintain a collaborative relationship with respect to marketing objectives.
 - Attend pre-production and production meetings.
 - Produce timely receipts for all NAGs-related purchases and services.
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Set Design/Set Build

- Collaborate with the Director and Stage Manager for each show to design an appropriate set.
 - Complete a set plan/diagram.
 - Oversee and schedule the set designs, physical set builds, and set tear-downs for all shows (ensuring sufficient resources if not able to be present personally).
 - Act as caretaker for the flats and construction/painting supplies belonging to the NAGs, ensuring that all pieces are carefully stored between shows, easily accessible at all times, and do not interfere with the Tranzac's access to equipment in their loft space.
 - Produce timely receipts for all NAGs-related purchases and services.
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Social Media	<ul style="list-style-type: none">• Develop and manage an annual plan for social media that is integrated with the Publicity & Advertising plan• Manage the NAGs' presence on Facebook, Twitter, Instagram, and any new social media to ensure integration among them and maximum exposure to the outside world.• Collaborate with Publicity & Advertising with respect to campaigns and promotions for upcoming shows• Attend monthly check-ins (in person or by phone) with PR/Advertising member to maintain a collaborative relationship on marketing objectives.• Attend pre-production and production meetings• Produce timely receipts for all NAGs-related purchases and services.
Web Master	<ul style="list-style-type: none">• Manage website content and the website itself including ensuring domain names and hosting packages do not expire.• Ensure that the website is searchable and mobile friendly, as well as reflecting and promoting current activities and showing the NAGs in the best possible light.• Ensure that the website is easy to use with respect to items such as ticket purchases, signing up as a member, volunteering.• Maintain the photographic archives, adding links for new shows as photos become available.• Produce timely receipts for all NAGs-related purchases and services.
Members at Large	<ul style="list-style-type: none">• Help the rest of the committee as needed, as determined by their particular skills and interests.• Produce timely receipts for all NAGs-related purchases and services.

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Department Heads

The following roles are appointed by the Committee for a one-year term and are not required to attend Committee meetings, but can do so if they choose. They are overseen by the Committee member responsible for Production.

Head of Costumes	<ul style="list-style-type: none">• In consultation with the Director and Producer, obtain and produce cast costumes within the set budget.• Purchase fabric, trims and related goods.• Ensure proper storage, repair and cleanliness of costumes during productions.• Secure safe storage of accumulated costume wardrobe between productions.• Liaise with Committee on sale and rental of costumes to other groups, and to arrange costume sales when necessary.• Produce timely receipts for all NAGs-related rentals, sales, purchases and services.
Head of Properties	<ul style="list-style-type: none">• In consultation with the Director, Producer, and Stage Manager, obtain and produce props (items other than furnishings and decorations) suitable for each production as listed in the script.• Make or purchase all props within the set budget.• Deliver props to the theatre as early as possible, no later than first run-through of Act 1.• Update the inventory of properties and current storage records after each production.• Maintain all props in good order.• Produce timely receipts for all NAGs-related purchases and services.
Head of Makeup	<ul style="list-style-type: none">• In consultation with the Director and Producer, design make-up and hairstyles for each cast member and design any special effects, e.g. those relating to actors' skin, face, limbs, head, etc.• Ensure an adequate supply of all related make-up items and wigs.• Purchase any additional supplies within the set budget.• Organize staffing for dress rehearsals and performances.• Produce timely receipts for all NAGs-related purchases and services.

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Production roles

The following roles are selected by the Committee, in conjunction with the Director, for each production.

Producer

- In consultation with Director and Stage Manager, set the production schedule. Include the production meeting dates, the dates for set build, set tear-down, post-production meeting, and cast party (even if only estimated).
 - In consultation with the Production Coordinator, coordinate and publicize auditions.
 - Collect, maintain, and distribute contact information for cast and crew, passing information to Membership to be added to the NAGs' mailing lists.
 - Liaise with the Production Coordinator and Stage Manager to coordinate rehearsal space, times for set building and decoration, and to ensure set strike within one day of the last show unless otherwise agreed with Tranzac.
 - In consultation with the Director and Stage Manager, design or obtain a design for the set.
 - Liaise with the Production Coordinator and Stage Manager to obtain/appoint competent technical staff and ensure training where necessary, e.g.
 - Makeup, costumes, and properties
 - Set design and construction/strike
 - Lighting and sound, choreography, music
 - In the absence of a Head of Props or Costumes, coordinate/oversee props and costumes for each production.
 - Coordinate crews for set construction, stage decorating lighting and sound. Ensure stage is blacked out during the construction period so as not to interfere with Tranzac's other performances.
 - In consultation with the Director and Sound/Lighting crew, design the sound and lighting plans and create cue lists. Consult/advise Tranzac's technical crew to ensure no conflicts with Tranzac's requirements.
 - Liaise with the Stage Manager to ensure that all cast and crew are interacting favourably.
 - Schedule and preside over weekly production meetings. Record & distribute minutes and keep the production team advised throughout the process.
 - Oversee the design and printing of programs for each production.
 - Arrange for photographing and video-taping of at least one performance of every production.
 - Manage the course of the production and the run through to closing night.
 - Oversee SM and Heads of department to ensure proper storage of all flats, furniture, props, and costumes after the run.
 - Coordinate the post-production meeting and cast party
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- Stage Manager**
- Ensure compliance with all safety standards, laws, by-laws, and regulations during rehearsals and performances. Ensure safety of actors, crew, and patrons at all times.
 - Work with Producer and Director to produce an official rehearsal schedule. Attend all rehearsals: be prepared to run rehearsals for Director, prepare rehearsal space, prompt actors when off book, maintain the prompt book
 - Ensure rehearsal props are in place for rehearsals.
 - Contribute to the Producer's stage design to help identify any safety issues or problems with moving items and people on and off the stage.
 - Schedule and train a sufficient number of backstage crew for each performance.
 - Take over from the Director on completion of the dress rehearsal. Maintain the integrity of the director's vision through the complete run. Make changes during the run ONLY to improve/ensure safety.
 - During the run, coordinate and communicate with lighting and sound crew to ensure cues are operating as designed.
 - Arrange set and props prior to each performance.
 - Coordinate with Front of House staff before each performance to ensure stage is ready before doors open.
 - Ensure stage is left in a useable state for Tranzac between performances as necessary.
 - Ensure all borrowed or rented props and furniture are returned in their original condition and in a timely fashion. Store all in-house props, furniture, and flats in a tidy manner.
 - Produce timely receipts for all NAGs-related purchases and services.
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- Front of house volunteers**
- Act as cashiers/ticket takers for each performance
 - Arrange and set up audience seating prior to each show and escort audience members to seats if necessary
 - Ensure that safety protocols are followed and fire exits are not blocked
 - Sell 50-50 or raffle tickets as required
 - Count and report on cash taken each night, and pass the cash to the Treasurer for depositing.
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