



# **POSITION DESCRIPTIONS**

**&**

# **RESPONSIBILITIES**

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**Documentation Created September 2019**

**PROVIDING ENTERTAINING THEATRE SINCE 1951**



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This Documentation contains descriptions of positions held within the Board of Management for the Association of Blackwood Players Inc in accordance with its constitution and it outlines their responsibilities to the Association and its members.

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- **Treasurer**
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- **Properties Coordinator**
- **Publicity Officer**
- **Bar Manager**
- **FOH Manager**

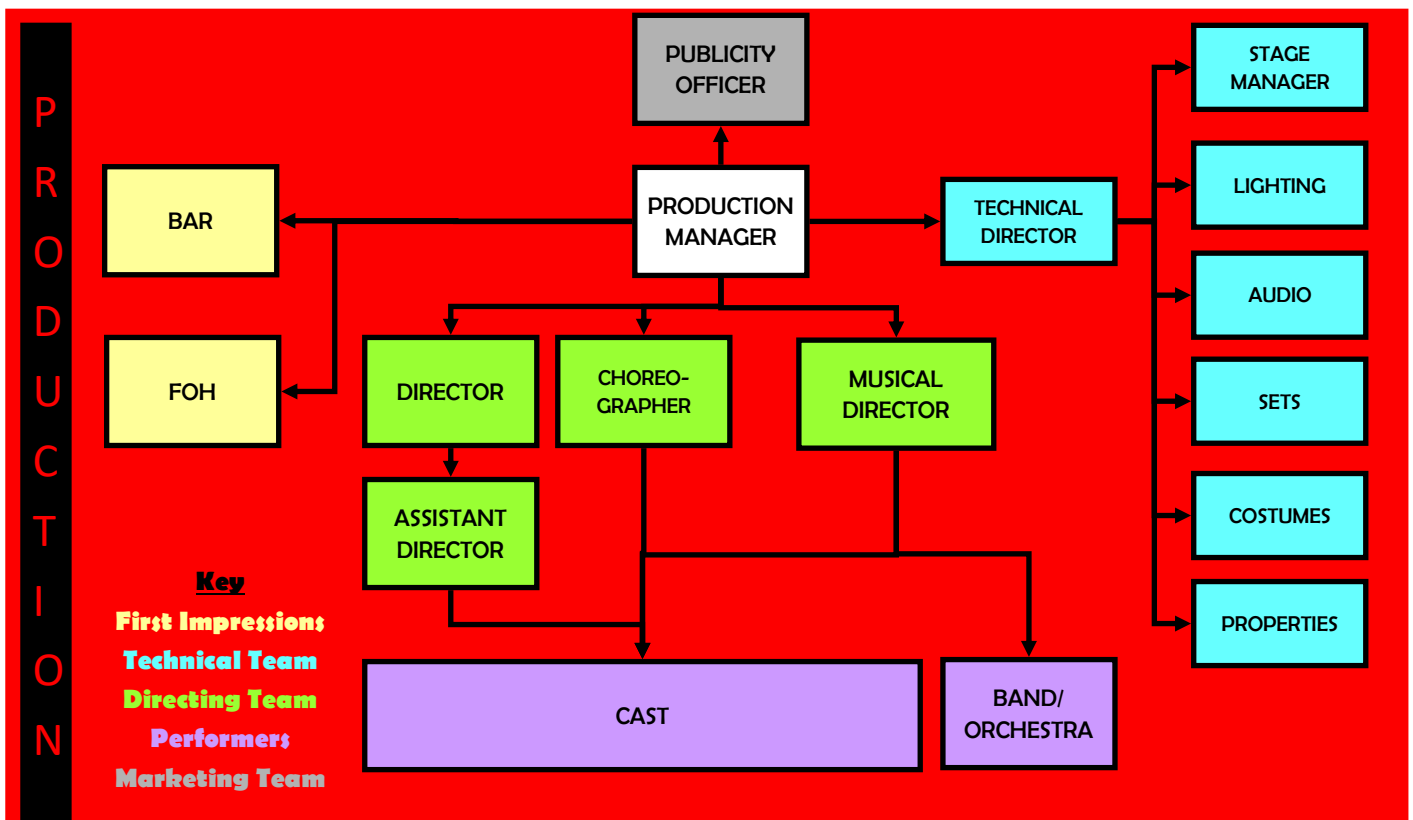
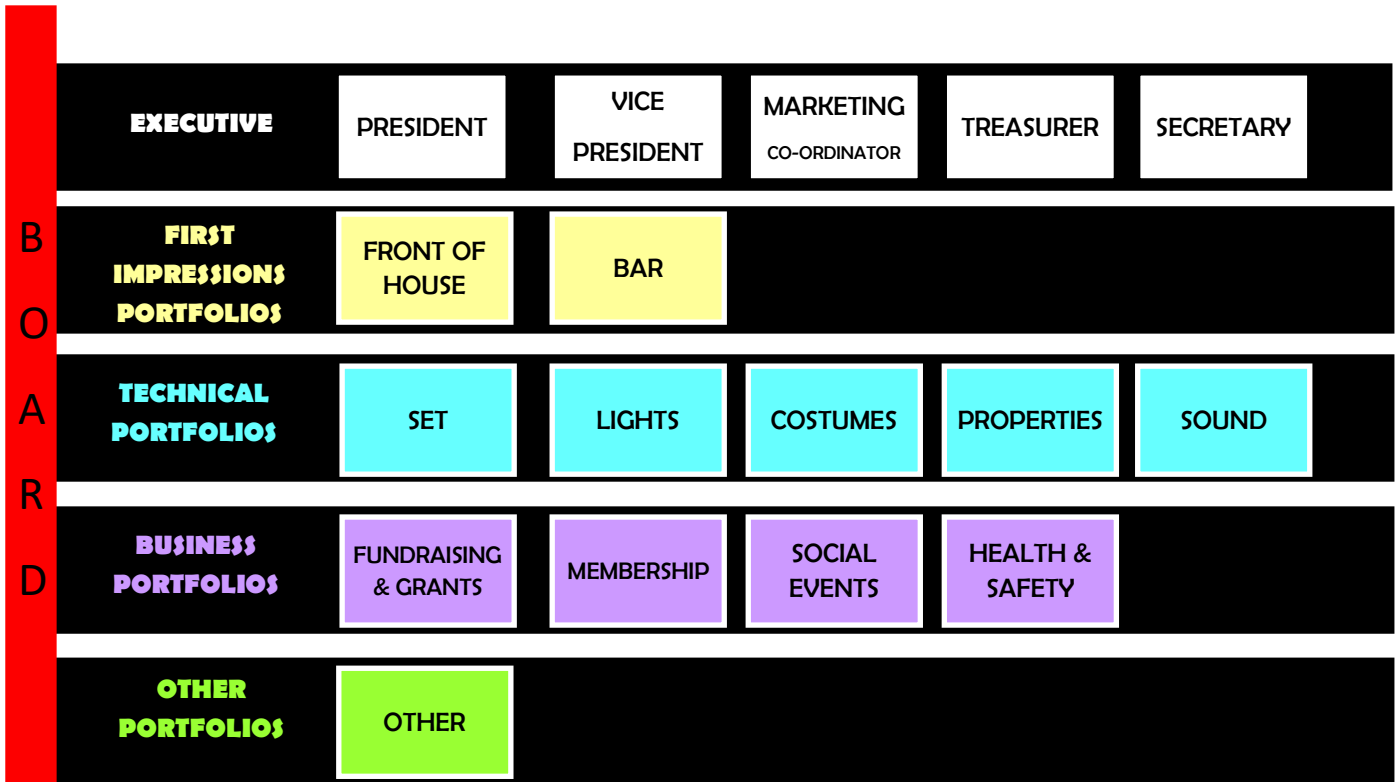
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## ORGANISATION CHART



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## EXECUTIVE BOARD POSITION PRESIDENT

### Position Summary

The leaders. The President maintains smooth operating procedures and provides vision and growth objectives for the future of the Association. Matters of judgement must always be for the good of the Association. The President is not personally responsible for individual activities but must be sure that others are fulfilling their commitments to their roles. The President's role is to advise and help other members of the committee; encouraging and inspiring them. The President also chairs the Board meetings and therefore should be tactful, impartial, enthusiastic, efficient, responsible and have a sense of humour.

### Responsibilities

- Chair board meetings. The number of board meetings should be consistent with the requirements of the constitution. At board meetings the President will keep people on topic, establish time limits, ensure that motions are made and seconded and actions are assigned to individuals. They will allow every person on the committee the right to speak while keeping the discussion to the motion on the floor (extraneous comments tabled for later discussion if needed).
- Understand the constitution and best practices.
- Seek items for the agenda in advance of the upcoming board meeting.
- Prepare agendas for board meetings and distribute prior to board meetings.
- Maintain a role of the Executive.
- Provide assistance to portfolio holders.
- Present a report of the Associations activities for the year at the AGM.
- Present goals and objectives for the coming year.
- Motivate members of the Association and maintain morale.
- Deal efficiently and effectively with any problems associated with individuals and/or issues involving the Association.
- Adequately train and educate successors to the position.
- Organise the Associations calendar in advance.
- Unless a Hall Liaison Portfolio is filled, The President will be the contact person for all issues regarding the performance and rehearsal venues.
- Maintain active communication between board members.
- Ensure that information is disseminated to the board members.
- Document policies and procedures and ensure board members have access to these.
- Organise training and development activities for its company members in the form of information or workshops run by specialists and/or the Association's Members.
- Apply for performance rights for productions.
- Maintain the rehearsal and performance venue's key allocations.

### Key Qualities

Sense of pride  
Impartiality  
Knowledge of procedures  
Knowledge in all parts of company  
Enthusiasm  
Business minded

Readiness to cooperate  
Efficiency  
Good organisation skills  
Sense of responsibility  
Ability to delegate  
Leadership

Passion for the company  
Conflict & resolution skills  
Confidence  
Friendliness  
Tact

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## EXECUTIVE BOARD POSITION VICE PRESIDENT

### Position Summary

The President's right hand. The Vice President will act in place of the President in the event of their absence and in that role continue the best practices of the Association. They will maintain the overall efficient running of the board meetings and suggest motivational activities within meetings to prevent lethargy and monotony occurring.

### Responsibilities

- Chair board meetings in the absence of the President. The number of board meetings should be consistent with the requirements of the constitution. When chairing board meetings the Vice President will keep people on topic, establish time limits, ensure that motions are made and seconded and that actions are assigned to individuals. They will allow every person on the committee the right to speak while keeping the discussion to the motion on the floor (extraneous comments tabled for later discussion if needed).
- Understand the constitution and best practices.
- In absence of the President seek items for the agenda in advance of the upcoming board meeting.
- In absence of the President prepare agendas for board meetings and distribute prior to board meetings.
- Maintains a role of the Executive.
- Provide assistance to portfolio holders.
- Assist in the preparation and presentation of reports of the Associations activities for the year at the AGM.
- Assist in setting goals and objectives for the coming year.
- Motivate members of the Association and maintain morale.
- Assist in dealing efficiently and effectively with any problems associated with individuals and/or issues involving the Association.
- Adequately train and educate successors to the position.
- Assist in documenting policies and procedures.
- Assist in organising training and development for its company members in the form of information or workshops run by specialists and/or the Associations Members.

### Key Qualities

Sense of pride

Impartiality

Knowledge of procedures

Knowledge in all parts of company

Enthusiasm

Works well alongside the President

Readiness to cooperate

Efficiency

Good organisation skills

Sense of responsibility

Tact

Passion for the company

Conflict & resolution skills

Confidence

Friendliness

Business minded

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**PROVIDING ENTERTAINING THEATRE SINCE 1951**



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## EXECUTIVE BOARD POSITION MARKETING CO-ORDINATOR

### Portfolio Summary

The Publicist (AKA the Marketing Backbone). The Marketing Co-Ordinator, as the name suggests, has the passion and the skill set to promote and disseminate the name, objects, vision and ethos of the Association widely at all levels of engagement. They will ascertain the best methods and processes to build a large and loyal body of supporters in the form of members, patrons and helpers in the most effective and cost effective means and will have the ability to design the creative material for promoting the Association. The Marketing Co-Ordinator will liaise closely with the board of the Association, the Executive and Production and Event Publicity Officers and ensure all marketing deadlines are met and material is consistent, accurate, professional and appropriate. This role is primarily based on outgoing correspondence for the company, not incoming correspondence. The individual in this role does not have to be the design creative for Productions and Events, but needs to be able to create marketing material should the Publicity Officers fall short of their requirements. Have the ability to design the creatives for promoting the Association.

### Responsibilities

- Communicate to our members, patrons, industry associates, dignitaries, local community and general public.
- Communicate via the methods of email, Facebook, Mailchimp, post and phone calls.
- Set the marketing plan for each event and production.
- Liaise with the production and event publicity officers to ensure that marketing material is produced on time and it fits with the vision of the Association.
- Disseminate production and event publicity
- Create and maintain current Association marketing material such as 'Why join' and 'Upcoming productions and events'
- Establish and maintain relationships on behalf of the company with press, radio, reviewers and similar associations.
- Create and maintain agency relationships and bookings (Lions, Retirement Homes, Community Groups, etc)
- Ensure marketing material about the Association is available at events and productions.
- Maintain templates and guidelines for all marketing material.
- Ensure that production licensing requirements for marketing are met and liaise with the licensing company for any relevant approvals and required complimentary tickets.
- Maintain the Association's website
- In the absence of a Social Media Portfolio being allocated to a Board Member, the Marketing Co-Ordinator will absorb this portfolio.
- Compile, analyse and report marketing effectiveness.
- Understand the constitution and best practices.
- Maintains a role of the Executive.
- Assist in setting marketing goals and objectives for the coming year.
- Adequately train and educate successors to the position.
- Assist in documenting marketing policies and procedures.

### Key Qualities

Sense of pride

Eye for detail

Artistic in electronic and print media

Enthusiasm

Readiness to cooperate

Efficient

Builds rapport

IT skills

Passion for the company

Good organisation skills

Friendliness

Evolving with new ideas

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## EXECUTIVE BOARD POSITION TREASURER

### Position Summary

**The Money Man.** The Treasurer has the passion and the skill set to manage the funds of Association, knowing the financial positioning of the Association at any time. To ascertain the best methods and processes of recording, tracking and reporting the income and expenses on monthly schedules. The Treasurer must have an understanding of profit & loss statements, the ability to track the value of assets and the organisational skills to keep accurate and true records. In a way this role stands as the voice of reason for capital expenditure and has a vigilant mindset to ensure the Association has the best financial position for future years. The Treasurer will create electronic financial reports, communicate these to the board in preparation for board meetings and will be able to explain any queries that might arise from them.

The Treasurer will also establish budgets for productions and events, and work closely with the Production Managers and Directors to ensure budgets are followed. They will forecast yearly overhead, and projected income and expenses and appropriate costs for each Production.

### Responsibilities

- Set the budget plan for each event and production.
- Liaise with production and event managers to ensure that budgets are adhered to.
- Disseminate monthly profit and loss statements to the Board, including projected income and expenditure and production/event profit and loss reports.
- Compile, analyse and report on financial aspects.
- Record all purchases and sales of the Association.
- Ensure the accounts are prepared and audited annually for presentation at the AGM.
- Maintain responsibility for the Association's cheque book.
- Act as a signatory for the Association's account.
- Assist in negotiations of venue hire and fees.
- Organise floats for productions and events.
- Initiate discussion with the Board to set prices and fees.
- Bank incoming cash and cheques.
- Issue membership receipts.
- Organise and maintain Insurance policies that cover the Association's activities.
- Understand the constitution and best practices.
- Maintain a role of the Executive.
- Assist in setting financial goals and objectives for the coming year.
- Adequately train and educate successors to the position.
- Maintain templates and guidelines, financial policies and procedures.
- Maintain secure storage of the Associations financial records to comply with legislation.

### Key Qualities

Sense of pride  
Eye for detail  
Good with numbers  
Business mindset

Readiness to cooperate  
Efficient  
Reliable  
Budgeting and forecasting skills

Passion for the company  
Good organisation skills  
Honest  
IT Skills

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## EXECUTIVE BOARD POSITION SECRETARY

### Position Summary

The Administrator. The Secretary is bestowed the power of receiving and distributing all incoming correspondence. In the opposite role to the Marketing Co-Ordinator the Secretary in most cases will be responding to enquiries or redirecting them to the correct person to handle. The Secretary will have frequent access to email and the flexibility to carry the Association's mobile phone. They will be organised and have a direct understanding of the structure of the Association so that enquiries are handled as soon as possible. The Secretary must possess sound computer and word processing so that they can record the minutes of the Association and deliver them in a timely fashion. In the big picture this role is the point of contact for most of the Association's business.

### Responsibilities

- Record minutes of the Board Meetings accurately.
- Disseminate minutes monthly to the Board of the Association within 1 week of a meeting being held.
- Record the minutes at AGMs.
- Check the Association's PO Box (unless assigned to a member who lives closer).
- Respond to written letters on behalf of the Association.
- Be responsible for the Association's email and respond to email in a timely manner. If required redirect the email to the appropriate board member.
- Answer all Facebook messages in a timely manner to maintain our response rating.
- Maintain the electronic filing system so it remains organised.
- Be responsible for the Association's mobile phone answering all phone calls.
- Be the phone booking officer for productions and events.
- Create and disseminate any correspondence as per the President's or Vice President's requests.
- Send out the AGM notice to all financial members.
- Produce a Correspondence report for each of the Association's board meetings.
- Understand the constitution and best practices.
- Maintain a role of the Executive.
- Adequately train and educate successors to the position.
- Maintain templates, guidelines and procedures for correspondence.

### Key Qualities

Sense of pride

Eye for detail

Sound letter composition skills

Friendly

Effective written and verbal communication

Passion for the company

Efficient

Reliable

IT Skills

Polite

Good organisation skills

Available to maintain phone

Easy to access PO Box

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## **POSITION DESCRIPTIONS & RESPONSIBILITIES**

### **TECHNICAL PORTFOLIOS** **SETS, LIGHTS, SOUND,** **PROPERTIES, COSTUMES**

#### **Technical Portfolio Summaries**

The technical portfolios are split into the core aspects of tech requirements for the Association's events and productions. Each portfolio owner should be knowledgeable in their selected field. They should know what resources the Association has, where it is stored and how to operate/install it. They should also be able to assist with advice as to best options for a production or event. While they are not necessary the person who will be filling the production or event roles, they are to act as the point of reference for the company for their specialty.

#### **SET**

- Maintain a register of set pieces we have available for productions and events.
- Know the flexibility and restrictions of the stage we are using in relation to set layout and design.
- Provide advice and assistance to set teams for productions and events.
- Ensure sets are stored safe and accessible.
- Provide the board with recommendations in relation to set assets and procurement/construction.
- Know our members who are able to assist in set construction.
- Establish relationships with organisations to be able to borrow set pieces.

#### **LIGHTS**

- Maintain a register of lighting we have available for productions and events.
- Know the flexibility and restrictions of the stage/space we are using in relation to lighting.
- Provide advice and assistance to lighting for productions and events.
- Act as the co-ordinator for external hire of our lighting system.
- Provide the board with recommendations in relation to lighting maintenance, upgrades and strategies.
- Train users of our lighting equipment as required.
- Assist in the sourcing of required lighting equipment should the Association not have the required equipment.
- Know our members who are able to assist in lighting design, setting and operation.

#### **SOUND**

- Maintain a register of sound equipment we have available for productions and events.
- Know the flexibility and restrictions of the stage/space we are using in relation to sound.
- Provide advice and assistance to sound for productions and events.
- Provide the board with recommendations in relation to sound maintenance, upgrades and strategies.
- Train users of our sound equipment as required.
- Assist in the sourcing of required sound equipment should the Association not have the required equipment.
- Know our members who are able to assist in sound design, setting and operation.

#### **PROPERTIES**

- Maintain a register of properties we have available for productions and events.
- Provide advice and assistance to properties for productions and events.
- Provide the board with recommendations in relation to properties maintenance, storage and strategies.
- Assist in the sourcing/creation of required properties should the Association not have the required properties.
- Know our members who are able to assist in properties sourcing or creation.



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## **POSITION DESCRIPTIONS & RESPONSIBILITIES**

## **TECHNICAL PORTFOLIOS** **SETS, LIGHTS, SOUND,** **PROPERTIES, COSTUMES**

### **COSTUMES**

- **Maintain a register of costumes we have available for productions and events.**
- **Provide advice and assistance to costumes for productions and events.**
- **Provide the board with recommendations in relation to costume maintenance, storage and strategies.**
- **Assist in the sourcing/creation of required costumes should the Association not have the required properties.**
- **Know our members who are able to assist in costuming sourcing or creation.**

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**PROVIDING ENTERTAINING THEATRE SINCE 1951**



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# POSITION DESCRIPTIONS & RESPONSIBILITIES

## FIRST & LAST IMPRESSIONS PORTFOLIOS FRONT OF HOUSE & BAR

### First & Last Impression Portfolio Summaries

The first and last impressions portfolios are the front line for interaction with the Association's patrons at events and productions. Each portfolio owner should be knowledgeable in their selected field, know the Associations procedures and be able to provide advice and support to their counterparts in productions and events.

While they are not necessary the person who will be filling the production or event roles, they are to act as the point of reference for the company for their specialty.

### FRONT OF HOUSE

- Maintain checklists and procedures for FOH Managers and staff.
- Assist the organisers and members in FOH at productions and events.
- Make recommendations as to FOH styling for productions and events.
- Be the point of contact for patron complaints.
- Know our members who are able to assist in FOH operations.
- Train members as required.
- Responsible for food handling compliance.
- Monitor our FOH sales.
- Make recommendations on products to sell.
- Track use by dates.
- Organise and keep stocked the FOH supplies (side stage storage cupboard).
- Provide the board with suggestions on improvements and policies surrounding FOH.

### BAR

- Maintain checklists and procedures for Bar Managers and staff.
- Assist the organisers and members in the bar at productions and events.
- Know our members who are able to assist in bar operations.
- Train members as required.
- Be trained in RSA.
- Ensure our liquor licence is on display when required.
- Ensure our liquor licence is kept up to date and registered.
- Enforce responsible service of alcohol at productions and events.
- Monitor our bar sales.
- Make recommendations on drinks to sell.
- Track use by dates.
- Organise and keep stocked the bar supplies (under stairs storage cupboard).
- Provide the board with suggestions on improvements and policies surrounding the bar.

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## BUSINESS PORTFOLIOS FUNDRAISING , MEMBERSHIP, SOCIAL EVENTS, HEALTH & SAFETY

### Business Portfolio Summaries

The business portfolios are the additional portfolios that keep the Association running. From ensuring that we grow and maintain our memberships, ensure that we maintain safe and secure environments for our members and patrons to be a part of, we keep in touch with our members on a face to face basis and we seek opportunities to gain revenue from additional sources. These portfolios are not necessarily linked to productions and events, but play an important part in the growth, safety and longevity of our Association.

### FUNDRAISING AND GRANTS

- Maintain checklists and procedures for fundraising events - examples quiz nights, band nights, lotteries.
- Work with the treasurer in forecasting fundraising required across the year.
- Organise raffles and prizes for productions and events.
- Research and apply for grants.
- Organise BBQ fundraisers.
- Organise the People's Choice Community Lottery.
- Report the results of fundraising and provide effort vs revenue analysis.
- Make recommendations on fundraising events.
- Be appointed to fundraising event sub-committees.

### MEMBERSHIP

- Process membership applications and submit to the board for approval at board meeting.
- Ensure all participating members in productions and events are members.
- Responsible for maintaining the members database.
- Recording who has filled prior positions so we can call on them in the future
- The point of contact for new members and volunteers.
- Back up for bookings
- Knowledgeable about the Association and the offerings we have to members
- Responsible for following up on membership renewals.
- Maintain social members/patrons membership lists.

### SOCIAL EVENTS

- Determine social event preferences of the Association's members.
- Plan a social calendar of events for the year.
- Facilitate/co-ordinate each social event with other board members.
- Recruit volunteers to assist with facilitating each social event and delegate tasks.
- Supply publicity information for events to Marketing Director and Membership Portfolio.
- Report the successes and or failures for each event.

### HEALTH & SAFETY

- Ensure that the Association is compliant with health and safety regulations.
- Maintain the first aid kit.
- Report all accidents to the board.
- Make recommendations to improve health and safety for the Association's members and patrons.
- Maintain an accident and incidents register.

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## OTHER PORTFOLIOS

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### Other Portfolio Summaries

Other aspects of the Association that need appointing but not necessarily fall into a full portfolio.

- **Hall Liaison**
- **Social Media.**
- **Public Officer**
- **Script Reading & Director Recruitment**

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