

Newburgh Community Theatre 2016

Producers/Board of Directors – *Meet monthly, email updates weekly, year-round*

1. Work with all teams to oversee production.
2. Schedule Fall Production and reserve location.
3. Ensure production has liability insurance.
4. Responsible for finances – keeping track of expense and income, paying all expenses.
5. Maintain all legal records and submit reports, as required.

Creative Team – *Research and meet weekly during February & July*

1. Review possible plays for Fall Production which meet the criteria set forth by the Board of Directors.
2. Recommend up to 3 plays for Fall Production to the Board of Directors.
3. Solicit Directors' résumés and make a recommendation to the Board of Directors.
4. Work with Production team to set up auditions.
5. With Director, hold auditions and select cast.
6. With Director, recruit choreographer, music, and other artistic components, as needed.

Production team – *1 hour/week August; 2 hours/week September*

1. Order scripts
2. Set up rehearsal location and audition location
3. Ensure performance location is secured.
4. Work with Ticket sales to order tickets, set up ticket sale plan and to securing ticket takers at the door.
5. Work with Marketing to secure sponsors, to set up program, arrange media events and send out press releases
6. Work with Technical and Stage teams to ensure production has all the resources needed.

Fund Development Team – *meet weekly in February, 1 hr/week March-June*

1. Develop a comprehensive plan for short term and long term funding
2. Write and submit grants.
3. With Board of Directors, submit grant reports as required
4. Secure sponsors, and solicit donors

Director

1. Work with necessary teams to plan rehearsals and performances
2. Block all scenes
3. Direct all rehearsals

Marketing & Communications – *meet weekly in February, 2 hrs/month March-October*

1. Develop publicity plan for all aspects of NCT, including print, radio, TV, Web site, and social media.
2. Work with Fund Development to secure sponsors for show and program

3. Arrange for photos of actors for program
4. Produce printed program layout and arrange for printing
5. Arrange media events
6. Send out press releases for all meetings, auditions, and production
7. Review ad copy

Hospitality Team – *1 hr/week August-September; during performances*

1. Work with Fund Development to secure donations of cookies/coffee and tea
2. Arrange for 2-3 volunteers to serve during each performance
3. Organize snacks for media night
4. Organize snacks and refreshments, if any, for rehearsals

Ticket Sales – *2 hrs/month August, 2 hrs/week September, during performance*

1. Work with Production team to see that tickets are printed and designed
2. Work with Production team to set up floor plan
3. Investigate on-line ticket sales
4. Arrange for at least one volunteer to be in the office from 10am-5pm each day to sell tickets for three weeks prior to the show (there may already be a regular volunteer signed up for part of that time) and at least 2 volunteers at the door each night to take tickets
5. Enlist a volunteer to be the House Captain that greets people at the door
6. Enlist 2-3 volunteers to be ushers for each show

Costumes and Makeup Team – *as needed to prepare in August, during performance*

1. Work with Director in deciding what costumes are required
2. Secure Costumes
3. Arrange for fittings early on during rehearsals
4. Decide on appropriate makeup for character
5. Be at dress rehearsal and if possible at each performance

Technical Team – *during rehearsals and performance in September*

1. Work with Sound and Lighting engineers to make sure there is a plan
2. Ensure sound and light boards are in working order
3. Coordinate sound and light effects with script
4. Arrange for sound and light board to be moved to and from theatre
5. Manage Microphones if needed

Stage Team – *plan in August, 2 weeks prior and a few days after performance*

1. With Director, develop a vision for the stage set
2. Design and construct set
3. Reserve and arrange pick-up and return of all stage components, as needed: stage risers (if borrowing from CHS), existing staging (stored in town bldgs and unit), curtain backdrops, etc.
4. Develop list of necessary props, obtain props, and make sure everything is in place for each performance