

Duties and Responsibilities

Executive Board

President

This individual will serve as a supervisor and manager, overseeing all aspects of the Guild.

The President will be responsible for the following:

1. Negotiating contracts for shows and performances
2. Conducting biannual reviews for all Board members (excluding self)
3. Preside over all Board meetings
4. Appoint a Producer for shows and performances with Executive board (can appoint additional Producers)
5. Arbitration during conflicts within the Guild especially those involving Board members
6. Monitoring and overseeing all functions and aspects of the Guild
7. Delegating duties and responsibilities to Guild members as needed
- 8.
9. Completing all forms associated with this position

Serves as liaison between president/client/director/board of directors; handles all aspects of production management; is a supervisor of the production team. This position is assigned and voted on by the Board of Directors. The Producer does not get a vote.

The Producer will be responsible for the following: (some items may not apply to specific shows; some shows may require items not listed)

1. Attend regular meetings with the President
2. Work with the production team to ensure the production is in line with TG by-laws, goals, etc.
3. Client relations
4. Negotiate contract. Must forward finalized contract to President/Executive Board for approval

5. Verify all participants of a production have up-to-date paperwork (waiver, insurance/med from, etc.). Collect as needed
6. Arrange for notary to sign waivers
7. Procure audition location with Director of a Show
8. Procure rehearsal location with Director of a Show
9. Publicize auditions in local media with the Marketing Director.
10. Verify liability insurance for production with the Treasurer.
11. Aid in recruitment of performers with the Membership Coordinator.
12. Keep event records - copy the President.
13. Create and print advertisement flyers for auditions with Marketing Director and Show Director.
14. Prepare show info for website with Marketing Director and Show Director
15. Arrange for weapons, props, chessboard rope and stakes with the Production Team
16. Confirm show times with the client
17. Work with client to determine hotel and/or parking needs and arrangements.
18. Meet with Director to assess show and problem areas to prioritize
19. Time each scene to ensure within required specifications. If not, work with Director to get it there
20. Arrange with Marketing Director and Show Director for photos and/or video of production. Pass on photos to go on the website. Arrange video for DVD (if needed) and archive.
21. Set days for individual and group photos with the Marketing Director and Show Director.
22. Arrange with the Show Director any invites to the dress rehearsal: President, Board of Directors, other members, etc.
23. Make sure the Show Director informs everyone where the production is and has directions.
24. Make sure the Show Director goes over rules & etiquette for all spaces (auditions, rehearsal, performance, etc)
25. Arrange with Tech Director for supplies for greenroom: trashcan, troupe tables, coolers, cups, bowls, etc
26. Make copies of show schedule and attendance list to post in green room with Show Director
27. Collect final receipts from everyone and turn into Treasurer. There may be a Budget Coordinator for the production to handle this
28. Collect check from client. Verify information and amount is correct. Turn into Treasurer.
29. Write and send thank you letter to client
30. Post mortem meeting with President.
31. Delegate Producer tasks as they see fit.
32. Completing all forms associated with this position.

Vice President

This individual will serve as a second to the TGP President. The Vice President will also work with the Marketing Director and Recruitment Coordinator to recruit new members and potential shows as the Vice President has the authority to do so.

The Vice President will be responsible for the following:

1. Performing all Presidential duties in the President's stead as needed
2. Monitoring meeting decorum
- 3.
4. Act in support of all members of the Board of Directors
5. Search out opportunities in the community for TGP to volunteer their talents, to include but not limited to, children's productions / activities at the Library, partnership with charities such as movie promotions for Stars of Hope, educational demos at schools with the Marketing Director and Membership Coordinator
6. Work with the Marketing Director to locate and produce paid opportunities for the group, as well as outreach performances
7. Delegating Vice President duties and responsibilities to Gilde members as needed
8. Completing all forms associated with this position

Secretary

This individual will serve as a record keeper for TGP.

The Secretary will be responsible for the following:

1. Taking notes at all Board meetings, and storing the copies of such notes
2. Providing minutes from each Board meeting within 2 weeks of meeting occurring
3. Storing copies of all official TGP Correspondence
4. Creating and/or approving all official TGP forms
5. Collecting meeting notes from all other Gilde teams and committees, currently comprised of the Training Team, and Directors Committee
6. Procuring a location for the monthly Board meeting and informing TGP members of the meeting location and time one week before the meeting
7. Maintaining the TGP Google Calendars
8. Informing those who schedule events of possible conflicts with both other TG events (double booking) and possible dates that might cause personal conflicts with members (ie. holidays)

9. Update (at least) every 6 months in Jan & July for the following year. Include dates for national holidays, religious holidays, school holidays, school/sporting events and other dates that would impact the attendance of TGP members at an event
10. Maintaining a database of all scripts and synopses from all Gilde performances with the Show Advisory Liaison
11. Providing the Marketing Director with copies of all old or obsolete versions of the website or other data on disc for archiving purposes
12. Working with the Membership Coordinator and Volunteer Coordinator to collect membership information
13. Maintain the history of our members, and upkeep current information regarding membership, in the database
14. Provide printed copies of the Position Duties and Responsibilities to all board members upon the assumption of the role
15. Collect and maintain waivers from all involved parties
16. Delegating Secretary duties and responsibilities to Gilde members as needed
17. Completing all forms associated with this position

Treasurer

This individual will serve as a manager of TGP finances and monetary holdings.

The Treasurer will be responsible for the following:

1. Maintaining TGP financial accounts, including expenditures and deposits, to ensure an accurate balance is reportable at all times
2. Filing an annual NPO report with the State
3. Handling all IRS filings and correspondence
4. Managing all incoming monies from sponsors, contributors and fundraisers.
5. Establishing a maximum budget available for use by shows
6. Ensuring any current shows are within budget
7. Approving grant proposals
8. Conducting a monthly report of finances at board meetings
- 9.
10. Delegating Treasurer tasks as they see fit
11. Completing all forms associated with this position

ADMINISTRATIVE BOARD

Marketing Director

This individual will serve as the initial liaison between potential clients or peer organizations of TGP. The Marketing director will also be in charge of branding including but not limited to Merchandising, Social Media and Advertising.

The Marketing Director will be responsible for the following:

1. Supply a proposal of possible options for potential clients based on current TGP members with the Vice President and Membership Coordinator
2. Research (date, year, genre, location, possible conflicts) and seek out potential shows and/or venues included to but not limited to: faires, cons, parties, weddings and festivals, etc. with Vice President
3. Coordinate the creation, editing, layout and printing of promotional materials and images for acquiring potential shows, including possible photo shoots with Membership Coordinator
4. Coordinating sale of merchandise at any TGP events or performances, including communicating with the persons in charge of the venue and securing permission and license for sale of merchandise, pre-ordering of merchandise after an approved budget submission to the Board, and finding individuals to be present to assist patrons with merchandise purchasing (people to run the booth) with the Treasurer and Volunteer Coordinator
5. Submitting to the Treasurer all monies collected from all venues, along with a written monthly report of monetary transactions, detailing expenses and profit earned
6. Exploring and investigating new venues for merchandise sale and production (i.e. finding new websites or new products, and finding places we can sell our merchandise) with the Treasurer and Vice President
7. Working with the Producer to ensure appropriate advertisement of merchandise for specific shows
8. Create promotional materials (flyers, business cards, etc) to present to potential members. Acquire materials from other teams within TGP (production, training, etc.)
9. Assure consistency, focus, and quality in all publication (printed and web-based) for all TGP purposes
10. Coordinate marketing, advertising or promotional events or demonstrations as necessary or applicable

11. Maintaining and updating all information, graphics, images and code related to the TGP website
12. Ensuring that information provided on the website is both appropriate and factually accurate
13. Implementing and maintaining a readily accessible database of all photos and video of TGP performances, events and productions
14. Creating and maintaining a strong social media presence for TGP.
15. Delegating Marketing Director tasks as they see fit
16. Completing all forms associated with this position

Membership Coordinator

This individual will serve as an overseer in implementing and organizing TGP membership, and major “In-Gilde” activities and events.

The Membership Coordinator will be responsible for the following:

1. Implementing a continual membership itinerary, including consistent communication with current members, efforts to cultivate new members, and event coordination with the Marketing Director
2. Providing for the support, growth, and retention of TGP membership
3. Providing required information for a membership database to the Secretary
4. Coordinating acknowledgement of all recruitment and member discharge, both voluntary and involuntary with the Secretary
- 5.
6. Serving as a liaison and communication link between the Board and general TGP members
7. Leading coordination of all extracurricular events, including but not limited to retreats, sporting activities, games and parties
8. Finding a location for events, if needed with Marketing Director and VP, such as Annual meeting, Retreat, Cast parties and any other event they can think of
9. Advertising the event to members with the Marketing Director (via e-mail, Facebook, newsletter, etc)
10. Developing a budget for said events, and oversee any Special Event sub-committees created.
11. May choose to maintain a newsletter/correspondence to general membership concerning necessary TGP information, such as events, important dates, and changes; coordinating with required departments to assure consistency with Secretary
12. Maintain email list with Secretary
13. Delegating Membership Coordinator tasks as they see fit

14. Completing all forms associated with this position

Recruitment Coordinator

This individual will serve as a coordinator to find and bring in new members to TGP.

The Recruitment Coordinator will be responsible for the following:

1. Determine potential areas to draw in new members including schools with Membership Coordinator, Marketing Director and VP
2. Develop/enhance methods for discovering new members with Membership Coordinator, Marketing Director and VP
3. Serve as the liaison between TGP and organization leaders when partnering with other organization in an effort to find new members with Membership Coordinator, Marketing Director and VP
4. Develop recruitment demonstrations and presentations with and without live performances with Membership Coordinator, Marketing Director and VP
5. Organize live performance demonstrations, including acquiring members to perform with Membership Coordinator, Marketing Director and VP
6. Help create promotional materials (flyers, business cards, etc) to present to potential members with the Marketing Director. Acquire materials from other teams within TGP (production, training, etc.)
7. Assure consistency, focus, and quality in all publication (printed and web-based) with Marketing Director
8. Procure location for recruitment demonstrations/presentations with Marketing Director and Membership Coordinator
9. Coordinate marketing/advertisement of demonstration events with Marketing Director (when applicable)
10. Delegating Recruitment Coordinator tasks as they see fit
11. Completing all forms associated with this position

Volunteer Coordinator

This individual is responsible for organizing and coordinating the volunteers for TGP.

The Volunteer Coordinator will be responsible for the following:

1. Collecting and maintaining a list of non-cast volunteers for TGP with contact information with Secretary and Membership Coordinator
2. Advertising for all volunteer opportunities with Marketing Director

3. Contacting and scheduling volunteers for any opportunities that arise during the year, including:
 - Set construction/deconstruction
 - Costuming
 - DOTC opportunities
 - Hoggetowne or other faires
 - Other opportunities
4. Finding managers for various areas involved with shows
5. Ensuring volunteers are waived
6. Checking in on volunteers and supporting managers as needed (aka be a floater at faire)
7. Other duties as assigned/volunteered for (e.g.: putting together the clue game)
8. Delegate Volunteer Coordinator duties and responsibilities as they see fit
9. Completing all forms associated with the position

PRODUCTION BOARD

Safety and Training Team

Coordinator of Training and Safety

This individual will serve as a representative and manager of the TGP's Training Team.

The Coordinator of Training and Safety will be responsible for the following:

1. Overseeing training to ensure that it is in line with the goals of TGP and is conducted in a manner that reinforces the values and the philosophy of the same in respect to theatrical direction, community service, and mission fulfillment
2. Keeping an adequate number of weapons available for training and performances, including ordering repairs and new weapons as needed, upon budget approval
3. Acquiring and documenting an approved training location
4. Developing and overseeing training plan for upcoming training year
5. Keeping a log of members and which weapons they have graduate and making it available to show Directors, fight directors, and the Safety Coordinator
6. Establishing general training guidelines and standards and reviewing guidelines and standards established by trainers in each respective weapon style
7. Coordinating and managing regular monthly meetings with Training Team in order keep open communication on all training activities, and to resolve any issues that may come up during the training year
8. Arranging for interaction with other well-established groups when possible – such as SAFD, accredited teachers, or others that may be able to improve overall performance or any individual aspect of it
9. Conflict resolution as needed in the chain of command
10. Making arrangements for all necessary supplies to be brought to training sessions
11. Verify member records are current (i.e. waivers and med forms)
12. Approval of all Training Staff
13. Being available for consultation with Show Directors and Fight Directors
14. Being able to perform all duties of a Trainer
15. Enforcing all TGP policies and rules pertaining to training and safety
16. The training coordinator can and should immediately stop any activity perceived as unsafe
17. Can deem any fighter unable to perform / practice / or train in a specific weapon / way or at all based on safety concerns or code of conduct violations
18. Can make recommendation to the board to bar any member from the group for any serious infraction

19. To remove any member of the training staff for failure to fulfill their obligations, safety violations or code of conduct violations
20. Modifying and instituting new rules for training as needed. New rules and modifications to be ratified by senior training staff
21. Instituting and enforcing safety standards to ensure the safety of TGP members and audiences
22. Keeping all safety standards up to date
23. Appoint a First Officer and Lead Medic
24. Managing, selecting and interviewing First Officers, Safety Officers, Lead Medics and Team Medics at rehearsals and training as needed
25. Coordinating and managing regular monthly meeting with Safety Officers and Team Medics in order to keep open communication
26. Being able to perform all duties of a Safety Officer, not necessarily a Safety Officer
27. Evaluate Safety Officers and Team Medics and conduct periodic reviews
28. Completing all forms associated with this position

Trainer

A Trainer will be responsible for the following:

1. Training members in stage combat so that it may be performed safely and properly, including arranging for substitutes or assistants as needed
2. Selecting new Trainers and Assistant Trainers and approval of new Trainers
3. Attending Trainers' Training along with as many general Thieves Guild stage combat training as to maintain the highest safety standards and proficiency in stage combat
4. Attending Training Team meetings to stay current on issues and training standards
5. Write and disseminate weekly lesson plans
6. Being available for consultation with Show Directors and Fight Directors
7. Maintain weapons – ensure that the weapons used for their class are oiled at the end of each class before being put away (each student to wipe down their own blade), make sure all weapons are returned to the case and to their storage location (the responsible designee during training keeps them in a conditioned space)
8. Ensure all weapons (including privately owned) are inspected and approved prior to use
9. Enforcing all Thieves Guild policies and rules pertaining to training and safety
10. Serve as Safety Officer and a backup Team Medic
11. Keep current certification in CPR and First Aid
12. Monitor all choreography and stunts
 - Work with Fight Choreographer and fighters to ensure fights contain only choreography with proven proficiency techniques. If fighters have created new techniques, review the technique and cut or approve as needed

- Discuss stunt with all performers involved in stunt to ensure all are comfortable
 - Facilitate and/or assist with practice of stunt until all involved are able to practice the stunt safely without supervision
13. To ensure a safe environment for training and practice
- Walk the space to be used and check for rocks, glass, roots and loose weapons that could cause harm to an actor/combatant
 - Inspect the stage/es to make sure the stage is stable with no protruding nails, loose boards, etc.
 - Check area for potentially dangerous animals or plants (i.e. ants, hornets, bees, poison ivy, poison oak, stinging nettles, etc.)
 - Remind performers and help with deployment of environmental protection
14. Ensure combat readiness of all fighters
- Ensure all fighters are sober and not on any drugs that impair their abilities
 - Assess all injuries to ensure they will not compromise the combat ability of the performer
 - Investigate all injuries to determine cause and work with performers to establish prevention
15. Monitor weapons/special effects
- Check EVERY weapon for strength, stability and edge
 - Review proper handling of special effects with appropriate specialist as well as performers
16. Update the performers on changing environmental safety problems (ie. Kid's Day, extreme weather, etc.)
17. A trainer may stop a fight for the following reasons:
- One or more fighters has been injured
 - One or more weapons fail or break in an unforeseen manner
 - One or more fighters cannot continue due to emotional or environmental problems (ie. anger, laughing, heat stroke, etc)
 - Fight goes too close to audience
 - Fighters judgement is impaired due to drugs or alcohol
 - Any trainer can and should immediately stop any activity perceived as unsafe
 - Can deem any fighter unable to practice / or train in specific weapon / way based on safety concerns or code of conduct violations
18. Decides who has met "graduation" requirements
19. Completing all forms associated with the position

Assistant Trainer

An Assistant Trainer, being selected by a Trainer, will serve as a second to that Trainer.

An Assistant Trainer will be responsible for the following:

1. To assist in training general members
2. Attending Trainers' Training along with as many general Thieves Gilde stage combat training as to maintain the highest safety standards and proficiency in stage combat
3. To work with trainer/training coordinator to write and disseminate weekly lesson plan
4. Attending Training Team meetings to stay current on issues and training standards
5. Enforcing all Thieves Gilde policies and rules pertaining to training and safety
6. Working to fulfill the requirements to become a Trainer
7. Completing all forms associated with this position

The First Officer will be responsible for the following:

1. Coordinate the efforts of the Safety Officers in the absence of the Coordinator of Training and Safety
2. Being able to perform all duties of a Safety Officer
3. Interviewing Safety Officers with the Coordinator of Training and Safety
4. Completing all forms associated with this position

Safety Officer

A Safety Officer will be responsible for the following:

1. Enforcing all Gilde safety standards
2. Ensuring a safe environment for all training rehearsals and performances
3. Reporting any potential or actual safety violation or hazards to the Coordinator of Training and Safety
4. Working with the Technical Director/Armor to ensure all weapons and properties are inspected and modified, as needed, for safety
5. Reviewing and monitoring any stunts and/or special effects being used
6. Making Gilde members aware of potential or actual safety hazards
7. Ensure combat readiness of all fighters
8. Completing all forms associated with this position

Lead Medic:

The Lead Medic will be responsible for the following:

1. Coordinating the efforts of the Team Medics
2. Training of the Team Medics

3. Interviewing prospective Team Medics with the Coordinator of Training and Safety
4. Keeping the first aid kits adequately stocked, drugs in date and available for training, rehearsals and performances, including restocking as needed, upon budget approval
5. Maintain the Medical Information Spreadsheet (Excel File) in conjunction with the Membership Coordinator-this is a collection of medical history, current medications, drug allergies and general allergies/sensitivities. This is confidential information and should be treated as such
6. Being able to perform all duties of Team Medic
7. Completing all forms associated with this position

Team Medic:

A Team Medic will be responsible for the following:

1. Investigating and assessing any injuries to Guild Members and working with members to establish prevention
 2. Treating any minor injuries suffered by Guild Members and assessing the need for further medical treatment
 3. Monitoring the supplies in the first aid kits, reporting any needs/problems to the Lead Medic or the Coordinator of Training and Safety
 4. Clear/ensure combat readiness of all fighters following any injury
- Completing all forms associated with this position

TRAINING AND SAFETY

Trainer

A Trainer will be responsible for the following:

1. Training members in stage combat so that it may be performed safely and properly, including arranging for substitutes or assistants as needed
2. Selecting new Trainers and Assistant Trainers and approval of new Trainers
3. Attending Trainers' Training along with as many general TGPhieves Gilde stage combat training as to maintain the highest safety standards and proficiency in stage combat
4. Attending Training Team meetings to stay current on issues and training standards
5. Write and disseminate weekly lesson plans
6. Being available for consultation with Show Directors and Fight Directors
7. Maintain weapons – ensure that the weapons used for their class are oiled at the end of each class before being put away (each student to wipe down their own blade), make sure all weapons are returned to the case and to their storage location (the responsible designee during training keeps them in a conditioned space)
8. Ensure all weapons (including privately owned) are inspected and approved prior to use
9. Enforcing all TGPhieves Gilde Production policies and rules pertaining to training and safety
10. Serve as Safety Officer and a backup Team Medic
11. Keep current certification in CPR and First Aid
12. Monitor all choreography and stunts
 - Work with Fight Choreographer and fighters to ensure fights contain only choreography with proven proficiency techniques. If fighters have created new techniques, review the technique and cut or approve as needed
 - Discuss stunt with all performers involved in stunt to ensure all are comfortable
 - Facilitate and/or assist with practice of stunt until all involved are able to practice the stunt safely without supervision
13. To ensure a safe environment for training and practice
 - Walk the space to be used and check for rocks, glass, roots and loose weapons that could cause harm to an actor/combatant
 - Inspect the stage/es to make sure the stage is stable with no protruding nails, loose boards, etc.
 - Check the area for potentially dangerous animals or plants (i.e. ants, hornets, bees, poison ivy, poison oak, stinging nettles, etc.)
 - Remind performers and help with deployment of environmental protection
14. Ensure combat readiness of all fighters
 - Ensure all fighters are sober and not on any drugs that impair their abilities
 - Assess all injuries to ensure they will not compromise the combat ability of the performer

- Investigate all injuries to determine cause and work with performers to establish prevention
15. Monitor weapons/special effects
 - Check EVERY weapon for strength, stability and edge
 - Review proper handling of special effects with appropriate specialist as well as performers
 16. Update the performers on changing environmental safety problems (ie. Kid's Day, extreme weather, etc.)
 17. A trainer may stop a fight for the following reasons:
 - One or more fighters has been injured
 - One or more weapons fail or break in an unforeseen manner
 - One or more fighters cannot continue due to emotional or environmental problems (ie. anger, laughing, heat stroke, etc)
 - Fight goes too close to audience
 - Fighters judgement is impaired due to drugs or alcohol
 - Any trainer can and should immediately stop any activity perceived as unsafe
 - Can deem any fighter unable to practice / or train in specific weapon / way based on safety concerns or code of conduct violations
 18. Decides who has met "graduation" requirements
 19. Completing all forms associated with the position

Assistant Trainer

An Assistant Trainer, being selected by a Trainer, will serve as a second to that Trainer.

An Assistant Trainer will be responsible for the following:

1. To assist in training general members
2. Attending Trainers' Training along with as many general TGPhieves Gilde stage combat trainings as to maintain the highest safety standards and proficiency in stage combat
3. To work with trainer/training coordinator to write and disseminate weekly lesson plan
4. Attending Training Team meetings to stay current on issues and training standards
5. Enforcing all TGPhieves Gilde Production policies and rules pertaining to training and safety
6. Working to fulfill the requirements to become a Trainer
7. Completing all forms associated with this position

The First Officer will be responsible for the following:

1. Coordinate the efforts of the Safety Officers in the absence of the Coordinator of Training and Safety

2. Being able to perform all duties of a Safety Officer
3. Interviewing Safety Officers with the Coordinator of Training and Safety
4. Completing all forms associated with this position

Safety Officer

These are additional duties that a Trainer emphasises during a production. A Safety Officer will be responsible for the following:

1. Enforcing all TGPGilde safety standards
2. Ensuring a safe environment for all training rehearsals and performances
3. Reporting any potential or actual safety violation or hazards to the Coordinator of Training and Safety
4. Working with the Technical Director/Armor to ensure all weapons and properties are inspected and modified, as needed, for safety
- 5.
6. Making TGPGilde members aware of potential or actual safety hazards
- 7.
8. Completing all forms associated with this position

Lead Medic:

The Lead Medic will be responsible for the following:

1. Coordinating the efforts of the Team Medics
2. Training of the Team Medics
3. Interviewing prospective Team Medics with the Coordinator of Training and Safety
4. Keeping the first aid kits adequately stocked, drugs in date and available for training, rehearsals and performances, including restocking as needed, upon budget approval
5. Maintain the Medical Information Spreadsheet (Excel File) in conjunction with the Membership Coordinator-this is a collection of medical history, current medications, drug allergies and general allergies/sensitivities. This is confidential information and should be treated as such
6. Being able to perform all duties of Team Medic
7. Completing all forms associated with this position

Team Medic:

Any person with medical training may request to be a team medic with the approval of the Coordinator of Training and Safety. A list of these people should be generated at the beginning of each show and maintained in the first aid kit. A Team Medic will be responsible for the following:

1. Investigating and assessing any injuries to TGP members and assessing the need for further medical treatment
2. Monitoring the supplies in the first aid kits, reporting any needs/problems to the Lead Medic or the Coordinator of Training and Safety
3. Clear/ensure combat readiness of all fighters following any injury
4. Completing all forms associated with this position

PRODUCTION POSITIONS

Serves as liaison between president/client/director/board of directors; handles all aspects of production management; is a supervisor of the production team. This position is assigned and voted on by the President & Executive Board. The Producer does not get a vote.

The Producer will be responsible for the following: (some items may not apply to specific shows; some shows may require items not listed)

1. Attend regular meetings with the President
2. Work with the production team to ensure the production is in line with TGP by-laws, goals, etc.
3. Client relations
4. Negotiate contract. Must forward finalized contract to President/Executive Board for approval
5. Verify all participants of a production have up-to-date paperwork (waiver, insurance/med from, etc.). Collect as needed
6. Arrange for notary to sign waivers
7. Procure audition location with Director of a Show
8. Procure rehearsal location with Director of a Show
9. Publicize auditions in local media with the Marketing Director
10. Verify liability insurance for production with the Treasurer
11. Aid in recruitment of performers with the Membership Coordinator
12. Keep event records - copy the President
13. Create and print advertisement flyers for auditions with Marketing Director and Show Director
14. Prepare show info for website with Marketing Director and Show Director
15. Arrange for weapons, props, chessboard rope and stakes with the Production Team
16. Confirm show times with the client
17. Work with clients to determine hotel and/or parking needs and arrangements.
18. Meet with Director to assess show and problem areas to prioritize
19. Time each scene to ensure within required specifications. If not, work with Director to get it there
20. Arrange with Marketing Director and Show Director for photos and/or video of production. Pass on photos to go on the website. Arrange video for DVD (if needed) and archive
21. Set days for individual and group photos with the Marketing Director and Show Director

22. Arrange with the Show Director any invites to the dress rehearsal: President, Board of Directors, other members, etc.
23. Make sure the Show Director informs everyone where the production is and has directions.
24. Make sure the Show Director goes over rules & etiquette for all spaces (TGP Community Standards, auditions, rehearsal, performance, etc)
25. Arrange with Tech Director for supplies for greenroom: trashcan, troupe tables, coolers, cups, bowls, etc
26. Make copies of show schedule and attendance list to post in green room with
27. Collect final receipts from everyone and turn into Treasurer. There may be a Budget Coordinator for the production to handle this
28. Collect checks from clients. Verify information and amount is correct. Turn into Treasurer.
29. Write and send thank you letter to client
30. Post mortem meeting with President
31. Delegate Producer tasks as they see fit
32. Completing all forms associated with this position

Other Roles to add:

Director, Fight Director, Costumer, Stage Manager, Production Manager, NED