



ZPAC Theatre – Key Personnel Roles and Responsibilities

(Updated June 2021)

Management Committee Roles

President

The President oversees the roles and responsibilities of all others. The President is ultimately responsible for ensuring that the theatre continues to run in an efficient and effective manner.

Responsible to: The Management Committee

Duties (In accordance with Constitution):

- To chair all meetings
- To represent the theatre at all public events or to appoint a representative if necessary
- To sign all binding agreements and documents
- To ensure all committee responsibilities are being carried out
- In consultation and collaboration with the Committee, oversees all protocols with regard to Covid-19 and health regulations. This requires communication with all volunteers and members of the public who use the theatre.
- Manages all complaints and conflict resolution when it has been unresolved by relevant stakeholders in the first instance
- Working with Management Committee to determine security and safety protocols for accessing the theatre, for example:
 - Parking
 - Appropriate entrances and access
 - Exit and lock-up protocols
 - Communication of duties and responsibilities to relevant stakeholders
 - Health and Safety
 - Security and keys

Vice-President

Responsible to: The Management Committee

Duties:

- To assist the President in the conduct of their duties and to complete any tasks delegated to him/her
- To fulfil the duties of President if that officer is unavailable or incapacitated
- Commits to undertake a self-elected or negotiated prominent task that s/he regularly reports on to the Committee

Secretary

Responsible to: The Management Committee

Duties (as per Constitution and Model Rules as outlined by the Office of Fair Trading) plus:

- Keeping, managing and maintaining the register of members
- Keeping the key register
- Sending and receiving all letters, emails or other documents and ensuring that correspondence is handled in accordance with the constitution
- Working with the Management Committee to ensure that all safety audits are carried out in accordance with Government regulations
- Taking nominations for the committee
- Preparations for and minutes of Committee meetings:
 - Gathering and presenting any relevant documents
 - Preparation of the agenda
 - Taking and keeping minutes of meetings and making them available to members
- To support all official communication with Non-Executive role holders and subcommittees, this includes taking and/or keeping minutes and copies of communication where appropriate
- Working with the Committee to follow up on outstanding membership payments
- Working with Front of House and Set Construction & Maintenance regarding the storage of all official documentation
- Preparations and organisation of the Annual General Meeting

Treasurer

The treasurer is responsible for the financial affairs of the association.

Responsible to: The Management Committee

Duties include:

- Keeping and maintaining an asset register for the association
- Manage float balances after use
- Documenting all payments made, including receipts, invoices and statements
- Making sure that the committee
 - Approves and ratifies all payments made
 - Records details of these payments in the minutes
- Keep track of payments received
- Creating a budget for all shows in each financial year for approval by Committee
- Providing each show's budget to the Director
- To keep an accurate and timely record of the financial state of the theatre
- To present full and accurate financial reports to every Management Committee meeting
- To keep accurate financial statistics of all theatre productions
- To arrange for End of Year Reports to be prepared and presented to the AGM in accordance with Government requirements and file with the Office of Fair Trading
- To balance and reconcile all revenue and finances and manage all banking
- To represent a financial perspective and provide financial advice in all decision making undertaken by the Management Committee

Artistic Director

Responsible to: The Management Committee

Duties:

- To ensure the artistic content of the theatre:
 - remains at a high standard
 - provides opportunity for a range of actors, including our youth

- provides variety for our local audience
- is likely to result in reasonable annual profit
- To achieve the above, all proposed productions are to be presented to the Artistic director by the required due date. The Artistic Director will then:
 - Approve selected Directors and production proposals in accordance with guidelines
 - Present an overview of approved projects and timeframes to the Management Committee for endorsement
 - Provide support and supervision to Directors to ensure that each production meets the standards required. This assistance includes:
 - Attending auditions and may also assist in selection of cast
 - Attending production meetings
 - Attending rehearsals and providing advice as necessary
- To achieve the above, the Artistic Director can also, in consultation with the Management Committee, replace an actor/director/production team member or postpone or cancel any production.
- To recruit new directors and to encourage members to become assistant directors with the view of directing their own productions.
- Ensure that Youth Theatre continue to achieve high standards
- Manages all hire of the theatre in liaison with the Treasurer
- Manages the Calendar:
 - Communicates with FOH & Patron Services Manager about cleaning and maintenance times
 - Communicates with Set Construction & Maintenance
 - Keeps all stakeholders informed about any changes to the calendar

Promotions and Marketing Director

Responsible to: The Management Committee

Duties:

- Ensure that all activities of the theatre are advertised across a range of mediums and publications in a timely manner
- Attend production meetings and some rehearsals and work with Directors to ensure that promotions and marketing targets the most appropriate media platforms for each individual show while staying within budget
- Develop relationships with media, sponsors and service providers
- Works with FOH Manager regarding all promotions that are to be made available in the physical Front of House
- Developing regular newsletters (Technical Director supports the mail out process)
- With support from the Technical Director, managing promotion of Z-PAC theatre and its public perception through:
 - Website
 - Social media
 - Other platforms

Technical Director

Responsible to: The Management Committee

This person is primarily responsible for overseeing all technical aspects of the theatre including lighting, sound, effects, etc.. This person can, in consultation with the Management Committee, form a subcommittee to assist with the delegation and completion of tasks. He/she can therefore delegate any of the following duties to appropriate personnel.

Duties:

- Ensure all technical equipment is used and stored correctly and oversee the organisation and use of this equipment

- Liaise with the lighting and sound operators
- Recruit and assist in the education and training/development of volunteers who have an interest in any aspect of technical operations
- Ensure all operators are qualified to operate the equipment and adequate supervision is supplied to those operators who need it
- Liaise with the Artistic Director and Production Director to help design and operate the technical aspects of the production
- Liaise with the Artistic Director regarding the services required for any external bookings or other approved events
- Advise the Committee on lighting and sound equipment repair, maintenance and replacement needs