

**Who Does What at ACT?**  
**Updated by 2008-2009 Board of Directors**  
**Amended and Approved by 2009-2010 Board of Directors**  
**October 4, 2009**

**Specific duties reserved to “the Board” by the bylaws:**

- Create new Board positions with prior approval of administrative members
- Fill Board vacancies by appointment
- Call an annual membership meeting each July
- Adopt a meeting schedule each September
- Set meeting agendas (in practice, president sets agenda with advice from Board)
- Determine “rules of order” for meetings
- Adopt job descriptions for officers and managers
- Appoint “coordinators, managers and committees”
- May “recruit interested persons to help them fulfill their duties”
- Appoint production directors “as part of the season approved by the Administrative membership. (In other words, the membership approves the season; the Board “appoints” the directors.)
- Adopt and maintain a Production Manual, Policies and Procedures Notebook, Play Reading Committee Handbook, and this manual that identifies the duties of coordinators and managers.
- Appoint production liaisons
- Adopt an annual budget
- Oversees the preparation, maintenance, and updating of the ACT Production Manual
- Coordinates and facilitates the production directors’ orientation

**Duties of officers**

**I. President**

- Presides over Board and membership meetings
- Appoints nominating & play reading committees with the approval of the board
- May “establish and appoint advisory committees”
- “...shall be an *ex officio* member of all committees”
- (with the Secretary) “...shall execute all legal documents and instruments on behalf of the corporation.” (President and/or Secretary must sign all contracts).
- Represents the theater to the community
- Deals with requests for tickets, etc., from outside organizations (i.e. charity auctions, etc.)
- Oversees fund-raising efforts
- Supervises the following managers:
  - A. Director Relations**
    - Orders scripts
    - Applies for production contracts

**B. Artist Liaison**

- Maintains contact with other artists and arts organizations
- Arranges for occasional exhibits in Act II and III display spaces
- On request, arranges for artists to work on ACT shows
- Coordinates special events involving the arts (i.e., Art Auction, artist-model program, etc)
- May serve on City of Albany Arts Council (as appointed by mayor)

**C. Historical Manager**

- Know history and architecture of the area
- Act as a consultant for building renovation
- Maintain and create an archive as relates to the ACT building

**D. Volunteer Manager**

- Takes copies of audition forms and compiles a database of ACT volunteers, updates contact info for current volunteers, add the names of new volunteers to ACT email newsletter list.
- Sends email to data base manager of volunteers who wish to be on the paper newsletter list and notifies the data base manager of those volunteers who want cancellation of the paper newsletter
- Uses audition forms to update volunteer database with the following info:

- a) CPR/First aide certified folks
- b) Groups volunteers into categories defining experience level; Director, Stage Manager, AD, etc.
- c) Groups volunteers into categories that indicate how they would like to help at ACT; acting, ushering, lights, etc.
- Prepares a book at the end of the season of all audition forms to be placed in the ACT library
- Copies the guest book list from the lobby and adds patrons' names to the ACT email newsletter list and email data base manager with info about patrons who want to subscribe to the paper
- Takes phone calls and emails from interested patrons inquiring about ACT (They get the volunteer manager's contact information from the website and the newsletter) and directs them to the correct person.
- Recruits and adds names to the Volunteer database from sources or make contacts directly.
- Refers volunteers to directors when the director is looking for help on a show.
- Refers volunteers to board members or managers who are looking for help
- Hooks up volunteers with opportunities they are interested in; costume/wardrobe, construction, tabbing/office work
- Coordinate all house staff for each show. This involves:
  - a) Keeping and controlling a database with folks who are interested in working house
  - b) Creating and maintaining a website as a communication tool for scheduling and emailing house staff.
  - c) Communicating with directors, stage managers about special issues for their show that may affect house staff.
  - d) Receiving communications from Board Members/Managers and relaying them to house staff.
  - e) Receiving feedback and comments from house staff and relaying to appropriate board members/Managers. (examples are - "We are out of toilet paper," "One of the other ushers was late," "I don't like the way that usher/house manager dresses," "Nobody knows how to fix the pop machine," "The dumpster out back is full" "I think it's unprofessional when one of the ushers hugs people they know," "We should have more training," "We shouldn't be told how to dress," "Why don't we get to see the show for free if it is sold out?" "Can't we sit in the aisle or on the stairs to see the show?," "We had too many house staff," "We had too little house staff," as you can see, the list is endless.)
  - f) Sending an email to special groups or the upcoming show cast to see if they would like to serve as house staff for one of the performances of the current show.
  - g) Sending out an email to cast and crew of the current show to recruit any friends or family members who may be willing to help out with staffing the show.
  - h) Putting up a recruitment poster in the lobby and back stage for recruiting volunteers.
  - i) Emailing or calling House Managers to sign up for the current show.
  - j) Emailing or calling 200+ folks to sign up for ushering for the current show.
  - k) Emailing volunteers on the ACTlist to recruit house staff spots when not enough positions are filled.
  - l) Scheduling House Managers and Ushers for each show. At least four and no more than six volunteers should be selected as ushers for each show.
  - m) Emailing or calling House Managers (after checking with director that it is okay) to invite them to final dress so they can have an opportunity to see the show since they do not get to watch on the day they House Manage. This also allows them to get to know the show so they can answer questions from audience members about the show; "How long is it?," "When is intermission?," "Is the show appropriate for my teenager?"
  - n) Sending out reminder emails a few days before a performance to all house staff which includes the following information:
    - House staff names/contacts for weekend
    - Request to let House Manager know or find their own replacement if they cannot be there when scheduled
    - Time to be at the theater (1 hour before performance for ushers, 1 1/2 for House Managers)
    - Phone number of theater and name of stage manager to contact if you will be late
    - Reminder for House Managers to stay in the lobby during the show
    - Reminder for ushers to stay at least until intermission to help with concessions or let the House Manager know if an usher will have to leave early
    - Reminder to ushers to ask patrons to check that their cell phones are off
    - Reminder about attire (usually black and white)
    - Reminder about seating for ushers that goes like this:
 

"Normally there are at least 10 seats left when we open the house. The ushers can usually be seated in these seats. IF WE ARE SOLD OUT because of a high demand for tickets, these seats will not be available to house staff except for the Head Usher, who will sit in Seat P3 to be available for possible emergencies and other duties such as seating latecomers. Also House staff cannot be seated in the aisle due to fire codes."
    - An appreciation from ACT for their volunteering
    - My name and phone contact info

o) Put list of house staff and contact phone numbers on board behind counter in lobby.

#### **E. Lobby Photos Manager**

- Takes portraits of the actors and directing staff of each show
- Makes 5x7-inch prints and deliver prints to the theater, preferably before tech week, but no later than sometime during it.

### **II. Vice President**

- Presides over meetings in the president's absence
- Oversees the award nights production and voting process, including
  - Scouting locations, caterers, etc., and presenting cost options
  - Assembling awards night production team (emcees, décor, food, beverage, etc.)
  - Arranges for framing of People's Choice poster award-winner
  - Arranges engraving of special plaques (Regina Frager, etc.)
- Arranges periodic workshops and classes for ACT volunteers, the public and children
- Provides publicity coordinator with PR information for workshops and classes
- Maintains an updated list of ACT donors on a prominent bulletin board
- Serves as informal liaison with the Albany Downtown Association, Albany Area Chamber of Commerce, Albany Historical Society and other relevant community groups. (The Vice President may delegate the position to other volunteers as necessary.)
- Supervises the following managers:
  - A. **YouThespian Manager**
    - Creates workshops for youth, ages 10-18.
    - With the approval of the Board of Directors, directs youth in a production to be perform for an audience.
  - B. **Community Outreach Manager**
    - Builds relationships with other community groups that are affiliated with Albany Civic Theater.

### **III. Secretary**

- (with the President) "...shall execute all legal documents and instruments on behalf of the corporation." (President and/or Secretary must sign all contracts)
- Records minutes of each Board and Administrative Membership meeting
- Publishes and distributes minutes (to Board, administrative members and posted at various places in the building, including the record of minutes in our library). Minutes should be available at least one week before next Board meeting.
- Maintains up-to-date copies of the ACT Bylaws, Production Manual, Policies and Procedures Notebook, Play Reading Committee Handbook, the Actors Handbook, and the document *Who Does What at ACT*. All of these documents will be housed in the ACT library, as well as placed on the theater computer.
- Handles and archives theater correspondence, from thank-you letters to sympathy cards, etc.
- Purchases "master calendar" for each season and makes sure it is up-to-date
- Prepares, maintains and updates Board and managers' phone/e-mail list
- Annually reorganizes the mail room, updating mailboxes with new manager names
- Supervises the following managers:
  - A. **Data Base Manager**
    - Maintains and updates ACT database, including:
      - a. Member database (with information about membership states, etc.)
      - b. Maintains newsletter mailing list database and provides to Garten Services, Inc.
    - Regularly purges mailing list of outdated addresses
    - Maintains lobby Guest Book and retrieves, with the aid of the Volunteer Manager, new addresses from it
    - Delivers newsletters and database diskette to mailing service (Garten Service, inc.) and retrieves undeliverable newsletters
  - B. **Library & Archives Manager**
    - Periodically cleans up and reorganizes the Library
    - Organizes and catalogs the ACT script library
    - Maintains a checkout system (notebook or card file) allowing people to borrow scripts and other reference materials from our library

- Is responsible for checking out and retrieving archival materials (from scrapbooks, etc.) to people who need to borrow them
- Makes sure copies of current season scripts are in the library
- Collects and archives historical information about our theater and its productions, including
  - Newspaper articles
  - Reviews
  - Programs
  - Posters
- Maintains theater scrapbooks

### C. Photo Archives Manager

- Maintains a secure archive of production photos

## IV. Treasurer

- "...shall be responsible for preparing the financial report at the end of the fiscal year."
- Prepares annual budget for Board adoption in September
- "...may expend monies as authorized in the adopted budget."
- Keeps all theater financial records
- Provides regular budget/finance reports to Board, administrative membership and production directors
- Oversees spending on capital projects
- Manages and pays our mortgage, bills, insurance and loans
- Handles insurance contracts
- Monitors spending and alerts Board and administrative membership to problems
- Tracks fund-raising results
- Monitors all spending, from show budgets to telephone usage
- Writes the checks for rehearsal pianists
- Monitors and pays production contracts
- Prepares financial data for tax purposes
- Works with a Certified Public Account to make sure tax return is prepared by the deadline.
- Files yearly the renewal registration for ACT as a domestic nonprofit corporation, as required by the State of Oregon, Secretary of State, Corporation Division
- Files yearly the CT-12 form for Oregon Corporations, Charitable Activities Section.
- Distributes copies of royalty contracts to directors and publicity staff,
- Checks the theater post office box regularly and distributes mail to appropriate volunteers
- Retrieves undeliverable newsletters and passes them on to the Data-Base Manager
- Maintains lists of names, addresses, other contact information, and for all administrative members, donors, and season pass holders
- Maintains storage for all stubs from all administrative membership cards and season passes. (These stubs will be purged at the end of the season.)
- Creates an index of all season pass holders for the Box Office. The index will include only the name of the holder, the pass number, and the status of the type of pass purchased. No addresses will be included in the index.
- Provides the President with the contact information of all donors. Also provides updates of the donors list throughout the fiscal year.
- Maintains donor list and writes acknowledgement letters to each donor for tax purposes
- Provides the President and Vice President with the list of administrative members. Also provides updates of the membership list throughout the membership year.
- Looks for opportunities to improve our financial situation (renegotiating mortgages, etc.)
- Keeps us honest
- Manages mail orders for season passes
- Keeps box office records
- Arranges for membership sales at meetings.
- Collects the monies from the outlets for deposit
- Arranges having a courier pick up tickets from the outlets for each performance
- Travels to the Corvallis outlet to pay the service fee at the end of the production run
- Supervises the following managers:

### A. Box Office/Ticket manager

- Orders production tickets for the start of the season, after administrative members have set prices.
- Works to see that season tickets and administrative membership cards are prepared and ready for sale by the start of each season
- Distributes ticket packets to outlets for each show
- Handles large-group ticket requests
- Maintains ticket accounting system
- Recruits, trains and schedules box office sales volunteers
- Posts performances-by-performance attendance records in box office
- Monitors problems (will-calls not picked up, etc.) and alerts the Board when necessary
- Recommends changes in ticketing/reservations procedures, as needed

**B. Box Office Assistant**

- Assists Box Office manager as needed

**C. Financial Assistant**

- Acts as courier to collect tickets from the Corvallis outlet.
- Assists the treasurer with monthly budget reports, the yearly budget preparation for the fiscal year, and payment of bills in the absence of the treasurer

**V. Production Coordinator**

- Coordinates all “back stage and technical aspects of ACT productions
- Establishes safety procedures and sees that they are enforced
- Organizes occasional safety workshops (with Fire Department, etc.), technical workshops (with Vice president and/ or Workshops manager)
- Oversees purchase, storage and care of production-related property (i.e. fog machine, props, furniture, stage curtains, shop tools, etc.)
- Maintains a library of tech supply house, catalogs, phone numbers, etc.
- Monitors technical product development, keeps an eye out for new products and practices that might serve us well
- Visits production work parties periodically to monitor safety and protect theater property. Recommends better/safer/cheaper practices as necessary, and has “veto power” over such things as removal of stage curtains, use of traps, or alteration of theater property
- Maintains a technical “skill bank” and recommends technical staff if directors and/or designers request
- Recommends spending for major backstage needs not associated with a particular show (i.e., costume steamer, shop tools, etc)
- Supervises the following managers:

**A. Set Manager**

- Advises set designers and builders about safe, cost-effective set construction and decoration
- Works with designers to establish set budgets
- Supervises maintenance of furniture, flat and platform stocks and storage areas
- Recommends changes in ACT practices (i.e., kinds of paint, construction materials or techniques, etc.)

**B. Scene shop manager**

- Supervises organization and maintenance of scene shop
- Oversees shop safety
- Maintains adequate stocks of hardware, tape, hand tools, etc.
- Oversees acquisition and maintenance of power tools, etc.

**C. Paint shop Manager**

- Supervises organization and maintenance of paint room
- Maintains and orders paint stock and related supplies (brushes, roller, etc.)
- Deals with paint donations

**D. Properties Manager**

- Supervises organization and maintenance of prop room
- Organizes periodic cleanup, throw-out parties
- Deals with prop donations
- Works with production prop masters to establish props budgets

#### **E. Costume Manager**

- Supervises organization and maintenance of costume storage room
- Organizes periodic cleanups, throw-out parties
- Deals with costume donations
- Has “veto power” over permanent alterations to costume stock
- Maintains adequate supplies of thread, notions, etc., for costume construction
- Works with production costume designers to determine costume budgets
- Maintains list of available sewers, dressers, wardrobe people, etc.
- Arranges for storage (off-site, if necessary) of valuable/fragile costume pieces (i.e., furs, vintage clothing, etc.)
- Maintains libraries of costume reference books, patterns, etc.
- Maintains and provides to each production costumer current information about costume cleaning services
- Sees that production costumers return cleaned costumes to appropriate storage
- Maintains a safe environment within the confines of the costume storage room

#### **F. Lighting Manager**

- Oversees maintenance and purchase of lighting instruments
- Orders gels for production light designers
- Inventories, orders and maintains adequate supplies of lamps for various lighting instruments
- Recommends new light instrument purchases
- Oversees hanging and use of scrims
- Maintains list of experience riggers, light master, etc., for use by production lighting designers
- Recruits and trains new lighting designers
- Helps shows with special lighting requirements
- Observes safety within the environment of the stage, storage room, and light booth

#### **G. Sound Effects Manager**

- Keeps a library of special effects tapes, CDs, etc., for use by sound designers
- Helps sound designers locate sound effect to meet the needs of each show
- Recruits and trains new sound designers
- Assists with special sound effects and recording needs

#### **H. Audio Engineer**

- Maintains theater sound equipment
- Helps sound designers set up speakers, microphones, equipment, etc., to meet the needs of each show
- Instructs sound operators about the use of the sound equipment
- Trouble shoots when there may be a sound failure
- Observes safety when hanging instruments or working with electrical equipment

#### **I. Makeup/Hair-Design Manager**

- Periodically inspects, cleans out and restocks theater makeup cabinet
- Orders makeup and hair supplies for shows
- Sees that wigs and hair pieces are kept clean and in a protective storage
- Available to consult and/or train new makeup artists and hair stylists

#### **VI. Facilities Coordinator**

- Oversees non-production aspects of our physical plant
- Solicits remodeling bids and recommends award
- Monitors the work of, and serves as liaison with remodeling contractors
- Contacts and schedules the janitorial service to mop and wax the lobby area floors, clean lobby rest rooms, and vacuuming the auditorium carpet (aisles and lobby).
- Schedules and organizes volunteer work parties for remodeling and/or maintenance needs
- Monitors the condition of our plant and recommends needed repairs, upgrades or remodeling
- Organizes cleaning crews and supervises contract with ACT II floor maintenance person
- Maintains contact with local fire and building officials and building insurance company
- Schedules plant visits as necessary to make sure we remain in compliance with fire and building codes and keep our insurance rates down

- Deals with building keys. Maintains a supply of keys, sees that the right people get them and return them  
Schedules periodic re-keying of locks, as necessary for plant security
- Learns and trains people in proper operation of heating/air conditioning, fire alarm system, etc.
- Advises the board about safety and security issues as they arise
- Supervises the following managers:

#### **A. Plant Manager**

- Oversees day-to-day plant maintenance, from changing light bulbs to making minor repairs
- Recommend major repairs to facilities coordinator or Board, and helps prepare budget estimates
- Works with Scene Shop Manager to make sure shop supplies & tools include what is needed for building maintenance as well as shows
- Monitors cleaning crew and reports problems to facilities coordinator
- Liaison with Security Alarm Corp. (Valley Fire Control, Inc.) for maintenance and inspections, etc.
- Liaison with PACE Heating and Air for maintenance of the furnace and air-conditioner
- Liaison with UPS, FED-X, and Pepsi Cola of Corvallis for parcel and supply deliveries

#### **B. Hospitality Managers**

- Oversees audience and cast hospitality, including training of house manager
- Stocks front-of-house and backstage cleaning supplies, paper products, etc.
- Stocks refreshment supplies (coffee, tea, cookies, sugar and creamer, etc.)
- Stocks front-of-the-house soft drink dispenser, the backstage vending machine, and water coolers
- Deposits money from the vending machine into the hospitality bank account
- Periodically cleans out house supply cabinets, closets, refrigerators, etc.
- Maintains hospitality bank account (separate from ACT bank account).

### **VII. Publicity Coordinator**

- Coordinates all theater publicity, including:
  - Production of annual season brochures and other special publications about the theater
  - Production and distribution of news releases about the season, each show and other theater activities
- Serves as news media liaison. Answers reporters' questions, provides them with directors' phone numbers, etc.
- Creates, distributes and collects publicity forms to/from production directors, and redistributes them as needed to other publicity staff
- Organizes deadlines and schedules for PR forms, newsletter production and distribution, show programs, etc. This generally means creating the "final" season calendar after the directors have approved their production and audition dates
- Responsible for production of newsletter and programs (but these tasks are usually handled by other individuals under the publicity coordinator's supervision, see below)
- Provides proof copies of news releases, bios, etc., to directors for their review
- Where available, orders production publicity material and provides it to directors
- Works with directors to schedule special publicity opportunities (radio appearances, etc.)
- Collects programs, posters and newspaper articles for archives
- Produces, distributes and tabulates periodic audience surveys, as directed by the Board
- Oversees the upkeep of the theater computer, printer, folding machine, and other equipment used for publication.
- Supervises the following managers:

#### **A. Print Manager**

- Prints, folds, assembles program and newsletters
- Sends out notices for tabbing parties for the newsletter
- Oversees the work of the tabbing parties
- Orders the printing supplies

#### **B. Bulletin Board Managers**

- Collect cast photos from the lobby photos manager
- Create production displays inside and outside
- Pass newspaper clippings, etc., to archive manager
- Maintain lobby photos manager's photo files (and has key to file cabinet)

#### **C. Display/Cases Manager**

- Decorates Act II display cases for performances and special events

**D. Newsletter editor**

- Writes, edits and produces ACT newsletter
- Provides copy to directors for proofing

**E. Program Editor**

- Writes, edits and produces ACT programs
- Provides copy to directors for proofing

**F. Bio Writer**

- Using bio forms, writes and typesets bulletin board bios to be used by the bulletin board manager

**G. Website Manager**

- Maintains and monitors the ACT website