

Who Does What at ACT?

Updated by 2020-2021 Board of Directors

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
- 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 fundraising efforts
- Serves as an informal liaison with the Mid Valley Theatre Alliance, Albany Downtown Association, Albany Area Chamber of Commerce, Albany Historical Society and other relevant community groups. (The President may delegate the position to other volunteers as necessary.)
- Designated to sign checks from the theater
- Supervises the following managers:
 - A. **Director Relations**
 - Orders scripts
 - Applies, monitors, and pays for production contracts
 - Offers to contact unions (ex. Actors Equity) to ask permission for union actors to appear in ACT productions, as needed
 - Contacts publishing companies to negotiate contracts, as needed (ex. ask permission to change script in some way)
 - Distributes copies of royalty contracts to directors and publicity staff
 - 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 the mayor)

C. **Historical Manager**

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

D. **Mid Valley Theatre Alliance Liaison**

- Acts as a liaison representing ACT with the Mid Valley Theatre Alliance
- Builds relationships with and promotes communication between other local theater groups that are affiliated with the alliance.

II. **Vice President**

- Presides over meetings in the President's absence
- Oversees the award night 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
- Designated to sign checks from the theater
- Supervises the following managers:
 - A. **Youth Manager**
 - Creates workshops for youth, ages 10-18.
 - With the approval of the Board of Directors, directs or oversees a director of a youth production, to be performed for an audience.
 - B. **Hospitality 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 refreshment closet with soft drinks, coffee, tea, cookies, and associated supplies.
 - Periodically cleans out house supply cabinets, closets, refrigerators, etc.
 - Maintains hospitality bank account (separate from ACT bank account).
 - Works together with the Volunteer Manager to update the House Manager Manual and communicate relevant information and expectations to the House Managers.
 - C. **Volunteer Manager**
 - Compiles and maintains database of ACT volunteers
 - Coordinates the training of new House Managers; appoints 2-3 veteran or experienced house managers to help train new house managers.
 - Works together with the Hospitality Manager to update the House Manager Manual and provide relevant information and expectations to the House Managers.
 - Prepares a book at the end of the season of all audition forms to be placed in the ACT library
 - Collects new volunteer contact info. from audition forms and adds to the various volunteer contact databases
 - Refers volunteers to directors or board members as appropriate
 - Coordinates and schedules all house staff for each show
 - Posts house staff schedule and contact info. for each production on the bulletin board behind the counter

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 the 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.
- Maintains and updates lists of names, addresses, and other contact information for all administrative members, donors, and season pass holders, and makes information available to board members
- 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
- Designated to sign checks from the theater
- Supervises the following managers:

A. Database Manager

- Maintains newsletter mailing list database and provides the list to Garten Services, Inc.
- Regularly purges mailing list of outdated addresses
- Works with Newsletter Editor to add new addresses to the newsletter database
- 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 scripts
- 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, and posters

C. Cheer and Condolences Manager

- Handles and archives theater correspondence, from thank-you letters to sympathy cards, etc.
- Will provide the following to active, long-term veterans who have given years of service/time and or financial donations to Albany Civic Theater:
 - Flowers for a death in the immediate family (spouse/long-term partner/parent/child/grandparent) or severe hospitalization.
 - A card to show support for a celebration -- pregnancy, wedding, adoption, etc.
- Will provide the following for volunteers who are no longer as active:
 - A card for a death in the immediate family (spouse/long-term partner/parent/child/grandparent/In-Laws) or severe hospitalization.
 - A card to show support in a celebration--pregnancy, wedding, adoption, etc.

IV. Treasurer

- 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 theater mortgage, bills, insurance and loans

- Reconciles the credit cards and monthly bills
- Writes checks for signing by 2 of the 3 designated check signers.
- Mails bills for payment
- Handles insurance contracts
- Monitors spending and alerts Board and administrative membership to problems
- Tracks fundraising results
- Monitors all spending, from show budgets to telephone usage
- Prepares financial data for tax purposes
- Works with a Certified Public Account to make sure tax return is prepared by the deadline.
- Files the annual 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.
- Checks the theater post office box regularly and distributes mail to appropriate volunteers
- Retrieves undeliverable newsletters and passes them on to the Database Manager
- Is the administrative liaison with the ticketing company--Arts People.
- Works with ArtsPeople to set up and/or correct problems with the ticketing, membership, and donation platforms
- 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
- Looks for opportunities to improve our financial situation (renegotiating mortgages, etc.)
- Assists with orders for season passes
- Keeps box office records
- Works with Box Office Manager to arrange for membership sales at meetings.
- Supervises the following managers:

A. Treasurer Assistant:

- Assists the Treasurer with monthly bank reconciliations for all bank accounts.
- Assists with monthly budget reports, the yearly budget preparation for the fiscal year, and payment of bills in the absence of the Treasurer.

B. Box Office Manager

- Orders production tickets for the start of the season, after administrative members have set prices.
- Works to see that season tickets and administrative memberships are available online and ready for sale by the start of each season
- Works to see that all season tickets and packages, discounts, etc. are working properly in the ticketing system. Alerts the Treasurer and/or Board of problems when necessary
- Contacts Lifetime Members to set up their season passes or remove them from the list
- Assists patrons with questions and returns phone calls and emails regarding ticketing, memberships, donations and retail sales.
- Handles large-group ticket requests
- Maintains ticket accounting system
- Recruits, trains and schedules box office sales and volunteers
- Monitors box office problems and alerts the Board when necessary
- Recommends changes in ticketing/reservation procedures, as needed
- Arranges for membership sales at meetings

C. Box Office Assistant

- Puts together the staff schedule for each performance, event, or for any time the box office is needed for money collection (membership payments at meetings and Big Night, Summer Camp tuition pay days, etc.)
- Assists the Box Office Manager as needed to run the Box Office and handle patron questions and correct ticketing problems

D. Box Office Courier

- Collects the cash box and reconciles the money to the daily reports after each weekend of performances.
- Reports cash box or daily report issues to the Treasurer and Box Office Manager.
- Makes the deposits of cash and/or checks each week .
- Records the deposits on the deposit receipt and turns it into the Treasurer.
- Makes appropriate cash change and returns the cash box to the Box Office prior to the next weekend of performances and to any special events that need a cash box (costume sales, Summer Camp tuition paydays, Big Night, etc.)

E. Fundraising Manager

- Collects necessary documentation each season from the Board of Directors for grant writing and donation requests.
- Seeks out new donation and grant opportunities.
- Maintains the mailing lists of entities we request donations and grants from.
- Writes grant request proposals and maintains the lists of requirements and deadlines each one has.
- Forms and heads committees as needed to process mailings for Summer Camp Tuition Donation requests
- Coordinates with the President and Treasurer on any capital fund raising projects.

V. Production Coordinator

- Coordinates all backstage and technical aspects of ACT productions
- Establishes safety procedures and sees that they are enforced
- Organizes occasional safety workshops (with Fire Department, etc.), and technical workshops
- Oversees the 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. 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

B. Properties Manager

- Supervises organization and maintenance of prop room
- Organizes periodic cleanup, throw-out parties
- Handles prop donations
- Attends set strikes and works with Prop Designers to assure that props are returned to their designated places

C. 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 or acquire items
- 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 costume designers return cleaned costumes to appropriate storage
- Maintains a safe environment within the confines of the costume storage room

D. 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 experienced 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

E. Sound 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
- 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

F. Makeup/Hair 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

G. Weapons Manager

- Designate weapons, be they bladed, blunt (i.e. club, baton), firearm, or other, either “Dangerous Weapons” or “Prop Weapons” with the former being required to be secured under locking procedure.
 - *Dangerous Weapons are defined, for this purpose, as any prop specifically designed to look, feel, and act like the real weapon it is designed after. Furthermore, the weapon could, by either accident or design, easily cause physical injury. Example: Blank firing pistols; swords, knives, and daggers made of metal; and other projectile weapons.*
 - *Prop Weapons are defined, for this purpose, any prop weapon made only to appear as a weapon from the audience and not to the same level of authentic design. Wooden, foam, and most plastic weapons fit in this category.*
- Make contact with the directors of shows at ACT and coordinate their needs for fights and weapons.

- Assist in facilitating the needs of the props master for the show in finding appropriate weapons
- Assist in the safe handling and storage of stated weapons
- Assist in finding a fight choreographer if one is needed, and volunteering ones services if needed.
- Meet with the fight choreographer for each show and offer assistance. Also, schedule a time with the choreographer to observe the weapon usage, and to go over any safety policies and/or concerns.
- With the board approved budget, use the funds effectively to better the inventory and the security of the ACT weapons. Using the funds to expand the inventory by acquiring needed weapons (Swords, daggers, pistols, rifles, etc.) and weapon accessories (holsters, sword belts and frogs, blank cartridges, etc.) as well as a designated storage compartment and area. Also, saving portions of the budget to spend on specific weapons on a show by show basis as the need arises.
- Follow all spending procedures according to the ACT board. Clearly communicate in writing with the treasurer and the production board member.
- Maintain the functionality of all weapons by either doing maintenance oneself or by using the weapon's budget to hire a weapon's smith.
- Keep in communication with the production board member, to whom you report, and the rest of the board. Answer their inquiries promptly and succinctly.

H Projection Manager

- Oversees all aspects of the projector, screen, projection laptop, software and associated connecting tech. Is a resource for educating directors and tech crew on how to use the system.

VI. Facilities Coordinator (We need to add water bottle manager and tech manager)

- 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 restrooms, 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. 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. construction materials or techniques, etc.)

C. 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.

D. Technology Manager

E. Projection System Manager

F. First Aid Manager

G. Water Bottle Manager

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.
- Purchases office supplies and paper for the office.
- Supervises the following managers:

A. 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)

B. Display/Cases Manager

- Decorates Act II display cases for performances and special events

C. Newsletter Editor

- Writes, edits and produces ACT newsletter

- eNewsletter produced and emailed monthly
- Paper newsletter produced and mailed quarterly
- Keeps newsletter patron email address database updated (and passes postal mail address updates to the Database Manager)
- Retrieves new newsletter patron email and postal addresses information from the sign-up book in the lobby
- Provides copy of newsletter to directors for proofing
- Communicates with directors to obtain up-to-date cast ,graphic, or addition information that he/she would like in the newsletter, pertaining to the current show.
- Prints, folds, assembles program and newsletters
- Communicates with the Database Manager about newsletter print dates and delivery to the mailing distributor
- Passes postal address updates and changes to the Database Manager

D. Program Editor

- Writes, edits and produces ACT programs
- Provides copy to directors for proofing\
- Communicates with directors to obtain up-to-date cast ,graphic, or addition information that he/she would like in the program, pertaining to the current show.

DI. Bio Writer

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

DII. Website Manager

- Maintains and monitors the ACT website

DIII. Video Manager

- Creates video ads and promotions for upcoming productions and events at ACT.
- Coordinates with directors to come to rehearsals and film segments to be used in video promotions.
- Edits footage and posts videos to ACT's YouTube page and Facebook.

DIV. Social Media Manager

- Maintains the theater's Facebook, Instagram and Twitter pages
- Updates all social media platforms with announcements and videos for upcoming shows
- Posts audition information, casting information, board announcements, general information
- Creates Facebook "events" for shows
- Coordinates posts with the Publicity coordinator, Directors and Board members.