



**ROYAL  
MANOR  
THEATRE**

## **Royal Manor Theatre Company Job Descriptions**

### **ADMINISTRATION**

#### **Chairman**

Appointed at the AGM for one year.

1. Presides at meetings of the Committee and has a casting vote.
2. Is a co-signatory on the Company's bank account together with either the Secretary or the Treasurer.
3. Provides the Secretary with the Agenda for meetings.
4. Chairs the AGM.

#### **Secretary**

Appointed at the AGM for one year.

1. Attends monthly Committee meetings.
2. Gives not less than 48 hours notice to all elected and co-opted members of the Committee of the time, date and venue of Committee meetings.
3. Provides all members of the Committee with an agenda and a copy of the minutes of the last meeting.
4. Takes minutes and keeps reports of all Committee and General meetings.
5. Initiates, receives and files all Committee correspondence and writes as instructed by the Committee.
6. Gives Members 14 days notice of the Annual General Meeting and Extraordinary General Meetings.
7. Call an Extraordinary General Meeting when instructed by the Committee or when Rule 16c of the Company's Constitution is invoked.
8. Maintains a record of all key holders and controls the issue of keys. Issues Yale keys to Members as requested on receipt of a deposit of £3; Chubb keys to elected Committee Members and any other Members nominated by the Committee. The police to be informed of any changes to the principal key holders.
9. Notifies immediately those members who have been cast in a play, and those who attended the casting reading. Notifies all other Members as soon thereafter as possible.
10. Co-signs cheques drawn on the Company's bank accounts when required to do so.

**Treasurer**

Appointed at the AGM for one year.

1. Prepares a monthly report to the Committee.
2. Maintains the banking accounts of the Company.
3. Reimburses Members for monies spent up to a limit defined by the Committee.
4. Settles all accounts rendered to the Committee and approved by them for settlement.
5. Maintains a complete set of accounts and presents these to the elected auditor one month before the AGM, at which time the books are to be closed. Any further expenses up to the AGM to be recorded, but not to be presented as part of the AGM report.
6. Co-signs cheques drawn on the Company bank accounts when required to do so.
7. Deals with obligatory Charity Commission returns.

**Patrons' Secretary.**

Appointed at the AGM for one year.

1. Maintains a list of patrons and keeps it up to date.
2. Collects patrons' annual subscriptions, reminding them in advance that these become due on the first of April.

**Membership Secretary.**

Appointed at the AGM for one year.

1. Maintains a list of members and keeps it up to date.
2. Collects members' annual subscriptions, reminding them in advance that these become due on the first day of June.
3. Informs those members who have not paid their subscriptions by the first of September that their membership has lapsed.
4. Notifies members of casting readings.
5. Notifies members of special events as may be required.
6. Sends booking slips to members at least three weeks before the play opens (to be received back by the Friday of the week before the Box Office opens to the public).
7. Ensures that an adequate number of spare copies of the Company's Constitution exist.

**Play Reading Convenor.**

Appointed by the Committee at the first meeting after the AGM to serve for one year.

1. Obtains play sets for play readings, taking note of members' requests for particular plays.
2. Organises and conducts play readings as required.
3. Keeps a record of all plays read, date they were obtained and date they were returned (if hired).
4. Asks for and notes members' opinions and whether a majority think a play should be short-listed for future production and / or discussion at the next committee meeting.
5. Identifies and organises a suitable date for the next reading.

## PRODUCTION

### **Director.**

Appointed by the Committee for the next production and can be any Company Member.

1. The Committee appoints the Director for the play from those members who have volunteered or have shown an interest in undertaking the task.
2. The Director submits a play to the Committee, either the Director's choice or selected from a short list of plays held by the Play Reading Convenor. (see *foot note*)
3. Asks the Membership Secretary to call a casting reading.
4. Notifies the Secretary of the cast, so that the Secretary can inform all Members.
5. Proposes a production date to the Committee and draws up a rehearsal schedule (call sheet) following discussion with the cast.
6. Appoints the following back stage staff:-
  - Wardrobe Mistress/Master
  - Prompt
  - Make-up Artist
7. Attends Committee meetings to report on the progress of the play rehearsals and to inform the Committee of any problems.
8. In conjunction with the Production Manager, drafts the programme not later than four weeks before the production date.
9. If thought desirable, asks the Production Manager to call a debriefing meeting in the week immediately following the production.

Note: It is strongly recommended that before proceeding with a play, the Director should consider "Can I cast it convincingly from the pool of acting members?" If the answer is an unequivocal "no" the Director is urged to discard the play and seek another. A Director might approach the problem from the other end i.e. with the fixed idea that this is the play he/she wants to do and overlooks the fact that he/she may not have the resources in terms of actors' ability or experience. The same applies to the back stage staff. If a play requires several scene changes or other complicated technical work. Ignoring these problems can lead to a patchy cast or present the stage crew with difficult time and labour intensive tasks.

### **Prompt.**

Appointed by the Director for each play and can be any Company Member.

1. Attends all rehearsals and is present well before they start.
2. Prepares "The Book" (i.e. a record of all actors' moves and positions) after these have been frozen.
3. Starts timing each scene, when the play begins to take shape.

**Wardrobe Mistress/Master.**

Appointed by the Director for each play and can be any Company Member.

1. Discusses with the Director costumes and obtains the Director's approval.
2. Prepares a budget in conjunction with the Director for approval by the Committee.
3. Arranges for all the costumes to be available two weeks before the production, unless by agreement with the Director a later date can be accepted.
4. Maintains the wardrobe stock and its inventory.
5. Recovers the costumes after the play and has any cleaning done and repairs carried out.
6. Arranges for a dresser to attend during the play and dress rehearsals.

**Make-up Artist.**

Appointed by the Director for each play and can be any Company Member.

1. Discusses with the Director the make-up required for each character in the play.
2. In consultation with the Director checks the make-up against the lighting as soon as possible, but not later than the first dress rehearsal.
3. Maintains the stock of make-up, requesting the Production Manager to obtain any required well in advance of the production date.

**Producer.**

Appointed by the Committee for each play and can be any Company Member.

1. Works closely with the Director at all times.
2. In consultation with the Director, recommends to the Committee the appointment of the following staff:-

**Stage Manager**

Assistant Stage Manager(s) in consultation with the Stage Manager.

**Property Mistress/Master**

Lighting Engineer

Lighting Operator

Sound Engineer

Sound Operator

Scenic Artist

3. Arranges for scripts to be ordered immediately after a play has been selected for production.
4. Prepares, in consultation with the Director, a provisional cost budget and submits it to the Committee for approval.
5. Prepares, or has prepared, a scale plan of the set (ground plan)
6. Oversees the erection of the set and obtains any materials required within his/her allocated budget.
7. Discusses the decor with the Director, Stage Manager and Scenic Artist and obtains the necessary materials (wall paper, paint, etc).
8. Monitors technical progress during the course of rehearsals.
9. Informs the Director of any problems for her/him to bring to the Committee.
10. Ensures that any expenditure on materials, etc is kept to a minimum, by using or adapting these from stock wherever possible.
11. Liaises with the Business and Front of House Managers.

12. Supplies details of the play to the Publicity Officer.
13. Arranges technical rehearsals with Lighting Engineer and Operator, and Sound Engineer and Operator as required.
14. Drafts the programme / posters, getting them proof-read as soon as possible, and places order with printer not less than three weeks before production date after ascertaining from the Front of House Manager the number required.
15. Ensures that an acknowledgment for items borrowed from firms, organisations, members, friends, etc is included in the programme.
16. Arranges transport for large items of furniture etc if borrowed and returns them as soon as possible after the run is finished.

### **Business Manager.**

Appointed by the Committee for each play and can be any Company Member.

1. Arranges the Royalty licence at least four weeks before the play opening and displays it in the foyer each evening of the run.
2. Orders the tickets.
3. Drafts the booking slip.
4. Sends booking slips to Patrons and Members at least three weeks before the play opens (to be received back by the Friday of the week before the box offices opens to the public).
5. Invites members of the Press to the first night of the play and ensures that they get their tickets.
6. Controls the box offices to keep the records up to date.
7. Oversees the sales of any tickets at the door. All seats already sold but not occupied must not be resold or used before the end of the first act.
8. Collect unsold tickets each day and returns them to the front door for sale.

### **Stage Manager**

Appointed by the Production Manager for each play and can be any Company Member.

1. Ensures that the stage is set before the start of rehearsals.
2. Checks acquisition of furniture, making enquiries regarding borrowing or hiring, liaising with the Production Manager if transport is required.
3. In consultation with the Director and in conjunction with the Property Mistress/Master prepares a property plot, paying particular attention to the setting and striking of various items.
4. If effects are used, ensure they are available as early as possible.
5. Marks the position of the furniture on the stage.
6. Liaises with the lighting, sound and curtain operators.
7. Checks the operation of the curtains, intercom system and buzzers etc well before the dress rehearsal and report any defects to the Maintenance Manager.
8. Checks that all the cast are in the theatre and being made up well before their first entrance.
9. Ensures that the actors are called for their entrances.
10. Signals light, sound and curtain when ready and with a minimum delay after receiving "House ready" signal from the Front of House Manager.
11. Ensures SILENCE backstage during performances and when the curtain comes

down until the audience has left.

12. Signals Kitchen 5 minutes before refreshment interval.
13. Signals Lower Hall during the interval that the curtain is going up in 5 minutes.
14. Ensures that actors do not look through the curtains when the audience is in and that they do not enter the auditorium in costume and made up until the audience has left.
15. In the event of a fire the following action must be taken.
  - a. Go to the stage apron and announce to the audience that there is a fire and what exits should be used and that the audience should assemble outside the front entrance of the theatre.
  - b. Send an assistant to phone the Fire Brigade from the phone in the downstairs hall. This is to be done even if somebody says they have done it already.
  - c. Assist the theatre staff backstage who must be accounted for and assembled at the side door of the Theatre. Report to the Fire Brigade Officer when he arrives confirming that all the back stage staff have left the building.
  - d. The safety of the lighting gallery staff is the responsibility of the person in charge of lighting. Because the lighting staff can see and hear the stage apron announcement no other action is required of the Stage Manager.

### **Assistant Stage Manager (s)**

Appointed by the Production Manager for each play and can be any Company Member.

1. Assists the Stage Manager and backstage staff as required.

### **Lighting Engineer.**

Appointed by the Production Manager for each play and can be any Company Member.

1. Erects and sets lights for the play as required by the Director, as early in the rehearsal schedule as possible.
2. Prepares a lighting plot, in consultation with the Director, for use by the Lighting Operator, discussing it with the latter as necessary.
3. Checks all lighting equipment for operation and safety and reports any maintenance necessary to the Maintenance Manager.
4. Maintains a list of spare lamps and bulbs and reports to the Maintenance Manager any shortages.
5. Attends rehearsals as required by the Director, particularly technical rehearsals.

### **Lighting Operator.**

Appointed by the Production Manager for each play and can be any Company Member.

1. Attends rehearsals as required by the Director.
2. Attends all performances of the play or arranges for a trained deputy to attend.
3. Is responsible for switching on the emergency lighting at the opening of the theatre to the audience and to switch them off at the end of the show.
4. In the event of a fire the following action must be taken
  - a. To be responsible for all the staff in the lighting gallery. Telling them which exits should be used and that they should assemble outside the side entrance of the theatre.

- b. Send an assistant to phone the Fire Brigade from the phone in the downstairs hall. This must be done, even if somebody says they have done it already.
- c. To alert the Sage Manager by phone if a fire occurs in the lighting gallery or if he has been informed that a fire has started in the upper theatre area. If the Stage Manager cannot be contacted then the Lighting operator must alert the whole theatre by means of the sound system and to state that all marked exits can be used.
- d. Report to the Fire Brigade Officer when he arrives confirming that all the Lighting staff have left the building.

### **Sound Engineer.**

Appointed by the Production Manager for each play and can be any Company Member.

- 1. Prepares a sound plot, in consultation with the Director, for use by the Sound Operator, discussing it with the latter as necessary.
- 2. Requests Production Manager to obtain any recorded effects which may be required.
- 3. Checks all sound equipment, notifying the Maintenance Manager of any defects.
- 4. Attends rehearsals as required by the Director.

### **Sound Operator.**

Appointed by the Production Manager for each play and can be any Company Member.

- 1. Attends rehearsals as required by the Director.
- 2. Attends all performances of the play or arranges for a trained deputy to attend.

### **Property Mistress/Master.**

Appointed by the Production Manager for each play and can be any Company Member.

- 1. In conjunction with the Director and Stage Manager prepares a property plot, paying particular attention to the setting and striking of the various items.
- 2. Checks continuously the progress of assembly of props making sure that actors have all their hand props not later than when they discard their books.
- 3. Starts assembling the other properties as soon as possible after the start of rehearsals, informing the Stage Manager of those not in the Company's stock e.g. furniture etc.
- 4. Checks that all properties (hand and stage) are available before each performance and that they are back in place at the end.
- 5. Musters all properties immediately after the curtain comes down on the last performance, particularly those which have been borrowed. If these cannot be returned to the owner immediately they are to be locked in the properties cupboard to await collection.
- 6. Clears the stage of all remaining properties, informing the Stage Manager when this has been done.
- 7. Informs Maintenance Manager, either directly or through the Stage Manager, if any items are damaged and require repair or replacement.

**Scenic Artist.**

Appointed by the Production Manager for each play and can be any Company Member.

1. Discusses with the Director and Production Manager what backings, etc are required and prepares them in time for the first lighting rehearsal.
2. Prepares or obtains any paintings or portraits needed.
3. Advises on, and assists with decor if required.

**Publicity Officer.**

Appointed at the AGM for one year and can be any Company Member.

1. As soon as a production date is known, identifies display spaces for publicity.
2. When a play is cast, checks that an up-to-date photograph of each member of the cast is available whether in paper or electronic form. If an existing photograph is in poor condition obtains a new copy.
3. Arranges for dress rehearsal photos to be taken and made available to the cast before the production ends.
4. Ensures the publicity materials are available and in good condition.
5. Prepares the poster layout in conjunction with company format.
6. In consultation with the Director, draft publicity material for local newspapers. (Free Portland News) not later than 15th of the month preceding publication. Dorset Echo "What's on" feature information handed in to the Dorset Echo office not later than the Tuesday prior to publication on the following Monday.
7. Arranges with the Director for publicity photos to be taken.
8. Notifies the relevant media contacts of production dates, location and time, event and organisation, and telephone number(s) not later than the 7th of the month preceding the event.
10. Notifies local TV and radio, to keep our company name in their minds, and to re-affirm our existence whenever possible.
11. Notifies membership secretary, with production synopsis so that Members, Patrons and people on the company mailing list may be informed of the event in good time.
12. Notifies the company webmaster, to ensure that available websites and social media is used where appropriate.
13. Carries out any other tasks as necessary, or as instructed by the committee, regarding publicity.

**Front of House Manager.**

Appointed by the Production Manager for each play and can be any Company Member.

1. Arranges a rota of assistants to conduct patrons to their seats and to sell programmes.
2. Informs the Stage Manager when the audience is seated.
3. Organises the cleaning of the Theatre before the play.
4. Appoints Canteen Manager.
5. In the event of a fire the following action must be taken.
  - a. Go to the stage apron and announce to the audience that there is a fire and what exits should be used and that the audience should assemble outside the front entrance of the theatre.
  - b. Send an assistant to phone the Fire Brigade from the phone in the downstairs

hall, even if somebody says they have done it already.

- c. Assist the audience to leave the building. He/she has no responsibility for theatre or the appointed assistants who must be accounted for and assembled at the side door of the Theatre. Report to the Fire Brigade Officer when he arrives confirming that all the audience have left the building, and that all the front of house staff have been accounted for. The rota of assistants will provide a useful checklist. All assistants under the control of the Front of House Manager must inform him/her if they leave the theatre during the performance.

### **Catering Manager.**

Appointed by the Font of House Manager for each play and can be any Company Member.

- 1. Ensures that all equipment is working safely and maintained in a hygienic condition.
- 2. Ensures that the relevant refreshments are available for play readings, productions and Working Parties.
- 3. Liaises with the Director so the cast can make their own coffee and tea.
- 4. Controls the budget of the bar and canteen.
- 5. Buys the canteen stocks from budget.
- 6. Liaises with the Front of House Manager, to organise a rota of helpers during the production run to ensure that the refreshment counter and bar are manned on every occasion.
- 7. Accounts to the Treasurer on a regular basis and nightly during the run.
- 8. Reports to the Maintenance Manager if any equipment requires repair or replacement.

## **SUPPORT**

### **Maintenance Manager.**

Appointed by the Committee at the first meeting after the AGM to serve for one year.

- 1. Maintains a list of service contracts and informs the Committee of any action required.
- 2. Keeps a list of jobs outstanding, in progress and completed.
- 3. Allocates work to Working Party members and recommends priorities to the Committee.
- 4. Obtains the necessary materials in the most economic manner.
- 5. Supervises the progress of work.

6. Reports progress to the Committee at each meeting. ( Secretary to be given a summary report for attachment or inclusion in the minutes of the previous meeting.)
7. Ensures that all equipment (e.g. boiler, fire extinguishers, power tools etc ) are in safe working order and serviced.

**Projects Officer.**

Appointed by the Committee at its first meeting after the AGM to serve for one year.

1. Prepares drawings for submission to the Local Authority, in accordance with Building Regulations, seeking advice as necessary.
2. Prepares estimated cost of work.
3. Presents project to Committee for approval and budget.
4. Upon receipt of Committee approval, organise the work into either intramural or extramural (if professional obtain tenders).
5. Submits tenders to Committee for selection of contractor and approval of expenditure.
6. If the work is intramural organises as for maintenance work.
7. In the case of contract work, inspects work while in progress and at completion, reporting to the Committee any problems. Advises the Committee when the contract has been satisfactorily completed and recommending that payment should be made.

**Safety Officer.**

Appointed by the Committee at its first meeting after the AGM to serve for one year.

1. Acts as Health & Safety Officer of the Company.
2. Ensures that fire and safety regulations are complied with and that all work that may affected is halted until the matter is resolved.
3. Ensures that fire exits are kept clear at all times.
4. Ensures that fire extinguishers are regularly maintained and replaced as necessary.
5. Tests the emergency lighting system prior to the staging of the play and signs the log sheet in the Lighting Control Room to say that the test has been made.
6. Instructs the following officers as to the correct procedure to take in the event of a fire both during rehearsal and a performance:

Stage Manager

Lighting Operator for Lighting Control Room staff.

Front of House Manager for all his/her staff and the audience.

Director

Play Reading Convenor.

On site Contractors.

7. Arranges for the attendance of the St John's Ambulance staff at the performances of the play.

**Properties Manager.**

Appointed by the Committee at its first meeting after the AGM to serve for one year.

1. Maintains an inventory of all the Company's properties, listing their location in the theatre.
2. Acquires second hand items as opportunity offers if a possible use can be seen for them.

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