Mason Players Staff Responsibilities

**Company Manager:**
Run Meetings- Staff & Players
Create Agendas for Meetings
Be in contact with the Program Manager about prospective student/enrollment events
  - Open House
Banquet: Reserve Date and Space
  - Work on award nominations and physical awards
  - Order food and catering
  - Make and send invitations to students and faculty
  - Set up and clean up
Schedule social events

**Associate Company Manager:**
Assist Company Manager on events
Update the Lounge calendar
  - Players events, workshops, APO events, MIA shows, Peasant Theater shows, etc.

**Marketing Manager:**
Stay in contact with Office Manager about poster design and delivery
Establish marketing timeline for each show
Pick up and distribute posters
Update and coordinate social media regularly
  - Facebook, Twitter, etc.
Notify Players in a timely manner of all meetings, events, workshops, MIA shows, Peasant Theater shows, APO events, etc.

Reserve kiosks in the JC

Send PDF to show on school TVs

Stay in contact with Program Manager regarding blinky boards

Create posters/flyers for events, meetings, etc. in cooperation with Office Manager

**Marketing Committee:**

On-Campus - post posters in all buildings across campus, including dorms

  - Have posters approved by the Johnson Center Info Desk
  - Take rehearsal photos and post them on social media

Off-Campus - post posters around the community

Multimedia - create or assemble preview videos and other multimedia for each production

**Development Manager:**

 Depositing money into account via Theater Office Manager

 Keeping cash box tracked and filled with $200 cash

 T-shirts - work with CM and ACM to develop a design

  - Price out different companies and order through Theater Office

**Development Committee:**

Concessions/Reception/Coffee House - setting up and staffing concessions for each show

Fundraising - setting up fundraisers, Coffee House, etc

  - Work with ACM/Company Secretary to reserve spaces and times
  - Set up and clean up
**Company Secretary:**
Schedule staff meetings, and faculty/staff meetings on a bi-weekly rate
Take minutes of every meeting
Update benefits list as necessary
Monitor website information to check for accuracy
Monitor Players membership

**Company Historian:**
Assign someone to take pictures of each production
  - Post best shots online, archive the rest
  - Send all photos to Program Manager
Update breezeway collage
Archive dramaturg notes, designs, plots, etc.
Rotate posters/pictures in the lounge
Make end of the year slide show for banquet
Assemble headshot board for each show

**Historian Assistant:**
Assisting Company Historian as needed

**Company Liaisons (2):**
Attend faculty meetings and send the minutes to the CM
Voice the concerns of the Players Staff and the student body to the faculty
Keep the faculty updated on Players events
Liaisons for Artists in Action
All Mason Players Staff are expected to be knowledgeable about every Mason Players production, regardless of one’s direct involvement with a show. Players Staff, whether student or faculty, are our best ambassadors to the community.