

# **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.**