

POLICY NUMBER: 5.1	DATE ADOPTED: Nov 15, 2017
POLICY TYPE: Season Planning	DATE AMENDED:
POLICY TITLE: Artistic Committee	

Artistic Committee

Accountability

The Artistic Committee is appointed by and accountable to the Board. The Committee also has a has a real, though less direct, accountability to the audience.

The Board should seek to appoint members who, collectively:

- Are knowledgeable about theatre and the elements of production including directing,
- Are sensitive to the needs and tastes of our audience base and the community as a whole,
- Are able to work together in a way that generates creativity and energy,
- Are willing to spend the time to read many scripts.
- Have the artistic vision to both meet the needs of our audience and expand those needs.

The Board will appoint the chair of the Artistic Committee. The Chair will attend each regular Board meeting for reporting and consultation though this task may be delegated to another committee member.

Responsibilities

The core responsibility of the Artistic Committee is to recommend to the Board a set of productions, each with a director, for each season. In doing this the Committee may suggest a play and then seek a director, or seek a director who has a play they would like to direct.

1. To be aware of the artistic and technical needs of the company.
2. To meet those needs by selecting a program that provides a balance of:
 - a. Production types/genres (comedy, drama, musicals, etc.)
 - b. Challenging the capabilities of our members vs providing opportunities for new people to be involved
 - c. Meeting the needs/tastes of our audience vs stretching them.
3. To recommend to the Board dates, titles and directors for the entire season by April 30th each year.
4. To keep minutes or notes from each Artistic Committee meeting to be circulated to the Board and committee members.

5. To initiate workshops, play readings, tutorials or whatever is needed to build the capacity of the company. Other volunteers may be available to actually organize these events.
6. To assist directors in choosing scripts.
7. To confirm that rights are available for scripts under consideration.
8. To write appropriate content warnings for productions that could offend some patrons for reasons of language, sexuality or other potentially offensive content. Movie type ratings will generally not be used unless they are useful in particular circumstances. Make sure that the warnings are communicated to the Board and to those responsible for the season brochure, posters, the website and any other relevant publicity.
9. To order scripts and arrange for the rights for each production:
 - a. Ensure the license is in the name of Shuswap Theatre Society, not the name of the person ordering.
 - b. Use the theatre's mailing address so that correspondence goes to the theatre.
 - c. Arrange with the bookkeeper for payment of the license fee. Often the person ordering will use his/her own credit card and submit the bill for reimbursement. If this is not desirable, arrange with the Treasurer for an advance. Allow 4-5 business days for the cheque to be produced.
 - d. Double check that the dates of the production are accurate and include any extra performances for festivals. Check if there are reduced royalties for performances offered by donation (e.g. Pay What You Can).
 - e. As soon as confirmation of the rights is received, forward a copy to the bookkeeper (and cc the Director and Producer). Do not wait for an invoice.
 - f. When the actual contract and/or an invoice arrives, forward copies to the bookkeeper, Director, Producer and Publicity Director to ensure that all contractual obligations are met.
10. To advise, assist and support Directors during the rehearsal period. The emphasis is on support but there is also an element of oversight, ensuring that the production will be a credit to Shuswap Theatre. The form of this support will vary according to the experience level of the Director and the degree to which they are known to us. The following are suggested ways of offering support:
 - a. one or more AC members being present during auditions,
 - b. checking in by telephone every week or two,
 - c. one or more members being present at a rehearsal every couple of weeks during rehearsal and offering private notes to the Director if desired. It is best to arrange these times with the Director rather than showing up unexpectedly.
11. To provide or arrange a mentorship for new Directors. Depending on the needs of the Director, the level of mentorship could be anything between

- a. a nearly constant presence throughout the production with discussion and feedback a daily occurrence, and
 - b. occasionally checking in with the Director and being available for consultation.
12. To meet with each Director and Producer well before auditions. The agenda should include:
 - a. marketing and publicity plans (responsibilities of the production team and the publicity team)
 - b. clarify the chain of command for any issues that might arise,
 - c. which AC member will be assigned to that production as liaison between AC and Director/Producer
 - d. review prior bookings of the theatre (rentals, improv practices, etc.). If the Director needs time already scheduled to another group, he/she must negotiate that time with the group involved.
 - e. ensure Director and/or Stage Manager are given access to the online calendar and will enter the rehearsal schedule onto it.
13. To encourage members to participate in festivals and see productions of other theatre companies.
14. To use the services of Theatre BC in encouraging the growth of the company.
15. In the event that a director is unable to see a production through, to intervene in whatever way is necessary to ensure the production is successfully carried to completion.
16. To ensure that the quality of production is a credit to the company, the Artistic Committee will follow the steps outlined above. The Committee will alert the board at the earliest opportunity if problems arise which the director cannot handle or there are recurring problems better dealt with at the board level.