

POLICY NUMBER: 5.1	DATE ADOPTED: Historic
POLICY TYPE: Season Planning	DATE AMENDED: Draft Sep 1/13
POLICY TITLE: Artistic Committee	

Artistic Committee

The members of this committee require tact, artistic vision, organizational ability, leadership, perseverance and time. The more training, experience and knowledge of problems in community theatre the easier the job will be. The Artistic Committee is appointed by and accountable to the Board. There is a real, though less direct accountability to the audience.

Responsibilities:

1. To be aware of the artistic and technical needs of the company.
2. To meet those needs by selecting a programme that will present a challenge to members and which will attract and entertain a wide audience.
3. To organize workshops, play readings, tutorials or whatever is needed to educate and stimulate the company.
4. To choose directors for each production.
5. To assist directors in choosing scripts and confirming that rights are available.
6. To recommend to the Board dates and titles for the entire season by March 31st each year.
7. 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 person name of the person ordering.
 - b. Use the theatre's mailing address so that correspondence goes to the theatre.
 - c. Arrange with the Treasurer 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, including any extra performances for festival, etc.
 - 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.
8. 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 is going well. 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.
9. To encourage members to participate in festivals and see productions of other theatre companies.
 10. To use the services of Theatre BC in encouraging the growth of the company.
 11. 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.
 12. To ensure that the quality of production is a credit to the company, the Artistic Committee will follow the steps outlined above. If the assistance is not successful, the Artistic Committee will report to the President of the society.