

<b>POLICY NUMBER:</b> 6.1.2	<b>DATE ADOPTED:</b> May 31, 2016
<b>POLICY TYPE:</b> Production Job Descriptions	<b>DATE AMENDED:</b> Jul 4, 2016
<b>POLICY TITLE:</b> Administrative Producer	

## Administrative Producer

In cases where the Producer's job is divided into two parts, this policy describes the typical responsibilities of the Administrative Producer. See 6.1.3 Technical Producer for the corresponding job description.

### Areas of Responsibility

- Publicity and Advertising
- Programme
- Photography
- Poster Design
- Foyer Display
- Front of House
- Opening Night
- Bar

### Pre-Auditions

1. Read the script thoroughly.
2. Obtain a copy of the contract (license to perform) from the Treasurer. Ensure royalties have been paid. Give a copy of the relevant sections to those in charge of publicity and programme design.
3. Meet with the Director to discuss any special requirements including the desired format of the Audition Sheet.
4. Start the process of selecting heads of the departments listed above and distribute job descriptions. (Check the Open House sign-up sheet and contact the Volunteer Coordinator to obtain list of members who have indicated preferred areas they would be willing to work on.)
5. In cooperation with Director and Technical Producer begin to establish a budget.
6. Check with Treasurer regarding purchase order procedures.
7. Ensure that the audition sheet includes a place to give permission for the use of photographs for publicity.

### Auditions

1. With the Director determine your role during auditions (e.g. greeting people, making coffee, giving out audition sheets).

**After Auditions**

1. Note those who were not cast but indicated willingness to work on crew.
2. Complete budget and present to Theatre Board as soon as possible.
3. Make cast and crew contact list and distribute.
4. Create groups or mailing lists in your email program, one for cast and one for crew. This makes contact quick and easy.
5. Ensure all cast and crew are members of Shuswap Theatre.
6. With Director's approval, invite administrative department heads to the first read-through of the play.
7. Get the production door code from the Building Manager. Distribute door code only to those department heads who will need it.
8. With Director and Technical Producer, develop a schedule of deadlines for each department. Distribute to cast and crew and ensure each item is entered into the Google Calendar which is embedded on the website. Ensure that subsequent changes are also entered in the calendar as soon as possible.
9. Get 'Request for Payment' forms from the Treasurer. Familiarize yourself with purchasing details, including businesses where we can charge purchases.
10. With the Technical Producer, plan the first Production Meeting which will include all department heads.

**Production Meetings**

1. With the Technical Producer, plan the first Production Meeting which will include all department heads.
2. Ensure that all crew members have signed a release giving permission for the use of photographs for publicity.
3. Hold first Production Meeting within the first two weeks of rehearsal. (See Policy 6.1.1 for suggested agenda). Administrative Producer will chair this meeting with time provided to the Director and Technical Producer for their input.
4. Meet with the Technical Producer as often as is necessary to ensure your work is well coordinated.
5. Call other production meetings as necessary or as desired by the Director. (Not all department heads will need to attend all meetings.) Most of these meetings will be technical in nature and therefore will be called and managed by the Technical Producer. It is suggested to have a potluck supper/production meeting with cast and crew around the middle of the rehearsal period.

**Rehearsal Period**

1. Attend some rehearsals and become familiar with the play.
2. Provide adequate help to all departments.

3. Update cast and crew contact lists as required and send a copy of each revision to everyone involved.
4. Get information about Sponsorships from the Public Relations Director. Find someone to get production sponsors or do this yourself.
5. Post blank Acknowledgement sheets for all cast and crew to add to as they become aware of people (particularly nonmembers) who have helped or contributed. One should be posted in the Green Room and one backstage.
6. Keep track of and control all production expenditures with the cooperation of the Technical Producer and ensure costs remain within budget.
7. Pass all bills and 'Request for Payment' forms to the Treasurer as you sign them, at least once a week.
8. Ensure all deadlines as set out in the production schedule are being met.
9. Arrange with the Building Manager for the play title and dates to be posted on the Theatre marquee.
10. Distribute blank bio sheets to the Director, Stage Manager and cast early in rehearsal.
11. Distribute complimentary tickets for cast and crew. (Check with Board for current policy.)
12. Proofread the poster carefully before it goes to the printer. Check that all information required by the contract is included in the required form and font sizes. Oversee the distribution of posters.
13. Arrange for photo call for head shots of all cast and crew department heads. Attend photo call and maintain a check list of who has and has not had their photos taken. This is a good time to check for the correct spelling of names as well as the list of people who helped in each department, for programme and publicity purposes.
14. Ensure tickets are delivered to the selling outlet at least two weeks before opening night.
15. Before the programme goes to the printer, ensure the names of Sponsors and Patrons are included as well as acknowledgements. Ensure the programme is thoroughly proofread before printing. (It is the responsibility of the Administrative Producer to ensure that all names are spelled correctly.)
16. Pick up the tickets for rows A and B from person in charge of tickets. (These are sold at the door if those rows are present and available.)

## **Run**

1. In discussion with the Director and Stage Manager, arrange for an audience for dress rehearsal or sooner if required.
2. Ensure that tickets sales are going well. More publicity might be needed if things are slow (e.g. bag stuffer flyers to Askew's),
3. Check with crew for all outstanding bills.

4. Ensure that the person in charge of the archives will file a programme and two posters from the show.
5. Post a notice or email the cast and crew about the final night party – usually potluck and BYOB.

**Strike**

1. Be present for the strike. Collect any available scripts.
2. Using the *Post-production Checklist* (Policy 6.1.5) ensure that all your department heads have restored the theatre to its proper state.
3. Submit final expenses to Treasurer.
4. With the Director and Technical Producer, prepare a brief report for the Board about how the production went, what the theatre might learn from the experience and any recommendations for policy and future productions. Deliver the report, in person if possible, to the first Board meeting following the end of the show.