



Committee Roles and Key Responsibilities

Position	Key responsibilities	Responsibilities under the Repertory's 5-year Business Plan (see footnote)
President	Provides leadership and direction to the Committee. The spokesperson for the Repertory. Maintains key relationships within and outside of the Repertory	Goal 5: Strengthen relationship with City and community. Engage with Community Youth Officers and Community Development Officer
Vice President	Assist the President to fulfill his/her responsibilities for the governance and success of the Repertory. Work with the President to help him/her understand concerns and alternative points of view within the Repertory. In the event of the President being unable to fulfill his/her duties to step into that role.	Goal 4: Strengthen relationships with schools and other theatre organisations.
Hon. Secretary	Primary administration officer of the Committee and provides the links between the Committee, members and outside agencies. Responsible for the documentation and communication of the activities of the Committee.	Goal 2: Improve skills Goal 8: Information analysis
Hon. Treasurer	Chief financial management officer Prepare annual budgets, plan for the organisation's financial future and monitor the organisations revenue and expenditure Financial supervision of the Repertory to allow the Committee to provide good governance of the Repertory.	
Marketing / Public Relations Officer	Responsible for increasing audiences and membership, raising public awareness of the Repertory and theatre including its availability for hire by other associations and private organisations, attracting sponsorship of the Repertory and Theatre, and publicising all productions.	Goal 6: Improve Marketing. Improve social media presence Broaden patron demographic.
Publicity Coordinator	Produces the monthly email newsletter and other direct email communications, maintains website and social media content.	
Theatre Maintenance Manager	Responsible for the maintenance, cleaning and security of the Theatre, to action maintenance either himself/ herself or by outside Contractors, following quotes where necessary. Ensures that the Theatre building is maintained in a neat, tidy, safe and operational condition.	Goal 3: Update Technology (lighting, sound) and other key components
Theatre Manager	Planning and schedules use of theatre. Business development. Front of House	Goal 1: Theatre Utilisation - Do more with the Theatre by expanding its use. Goal 8: Information analysis. Develop and implement policies and procedures.

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Membership Secretary and Volunteer Coordinator	Maintain membership records, recruit new members and drive the volunteer management program.	Goal 2 Improve skills. Develop and implement training plan for all volunteers. Goal 7 Volunteers – increase participation, provide value and reward for volunteers.
Production Manager (formerly Resident Stage Manager)	Supervises the stage management staff (may include hiring backstage staff.) Runs the production meetings, in conjunction with the Director. Keeps track of all production expenditure.	Supports and assists the Theatre Manager.

Non committee positions	Key responsibilities	Responsible to
Webmaster	Provides technical advice and support for the Repertory's web site, ticketing, email, and document repository systems.	Marketing / Public Relations Officer
Wardrobe officer	Safe keeping of all items of clothing, wigs, accessories, make-up, and an inventory of all items in this definition.	Production Manager
Front of House Manager	Maintains the bar and tea/coffee stocks as demand indicates without being in an overstocked position. Purchases stock. Ensures Licensing Board requirements are met Establish and adhere to front-of-house uniform and décor Roster suitable staff.	Theatre Manager
Lighting Manager	All stage lighting and ancillary equipment at the theatre	Production Manager
Sound Manager	Sound equipment within the Limelight Theatre including care, supervision, use and storage of the communication system and operation of the battery chargers for the communicators	Production Manager
Properties Manager	Storage, issue and return of all stage properties excluding furniture	Production Manager
Soft Furnishings Manager	Storage, issue and return of all soft furnishings	Production Manager

Footnote:

The Repertory's 5-year Business Plan can be downloaded from the Limelight website – see page <http://www.limelighttheatre.com.au/about/strategic-business-plan/> for latest copy.