

CARVER THEATRE ROLES AND RESPONSIBILITIES

Table of Contents

EXECUTIVE COMMITTEE	2
CHAIR	3
GENERAL SECRETARY	5
TREASURER	9
REGISTRAR	10
PRODUCTION.....	11
STAGE.....	14
HOUSE SERVICES	15
FACILITIES	17
PUBLICITY.....	18
JUNIORS, YOUTH & PANTO	19
CHILD PROTECTION OFFICER	23

EXECUTIVE COMMITTEE

Overall Responsibility

Collectively to ensure that the Society meets the Objects defined in the Rules and that resources are available to guarantee the present and future well-being of the Theatre.

Specific Responsibilities:

1. Examination of feasibility of proposed projects and spending plans for the theatre presented by section secretaries.
2. Approval of estimates for such projects or plans and to make recommendations for action (or non-action).
3. Initiation (where appropriate), coordination and review of progress of approved projects/works.
4. Liaison with the Treasurer in order to monitor the financial position of the theatre.
5. The Carver Executive is the licence holder for the bar.
6. Minor maintenance and inspection of the Society's premises (can be done by anybody, but coordinated by Facilities).
7. Consideration, initiation and ensuring that major maintenance issues of the theatre building performed as required [including that to be performed by contractors].
8. Ensuring that necessary applications for the theatre's '*Premises Licence*' are made. [NB: the applications will be made by the Treasurer].
9. Ensuring that Health & Safety requirement in respect of the theatre building and property in support of the theatre's '*Premises Licence*' are met and ensuring that the necessary inspections are carried out [NB: led by Facilities].

CHAIR

Overall Responsibility

The Chair is an officer of the society and chairs the AGM, chairs the executive committee meetings, and liaising with Departmental Coordinators to ensure the smooth running of the theatre.

Specific Responsibilities

1. To co-ordinate the activities of the various Society Sections ensuring a high standard of performance in all areas, whilst recognising that this is an amateur theatrical society.
2. To Chair meetings of the Executive Committee, which is the main management body within the Society.
3. To maintain an on-going overview of the financial, production, technical and acting resources within the Society to safeguard the Theatre's future.
4. To provide support to individual Society Sections where necessary.
5. To be a "sounding-board" to any member of the public or of the Society who wishes to comment on the Society or its performance.
6. Where necessary, to represent the Society at outside meetings and to assist in public relations activities to improve the external image of the Society.
7. To ensure that the Annual General Meeting of Members is properly organised and completed.
8. To report to the AGM the achievements of the previous year.
9. To ensure that the Rules correctly reflect the needs of the Society and its Members and that activities meet current legislation.
10. To receive accident reports and check if incidents require reporting under RIDDOR legislation.
11. To deal with written complaints received from patrons as per the attached Carver Theatre Complaints Policy.

CARVER THEATRE COMPLAINTS POLICY

As a theatre we seek to promote a friendly supportive group of members who work together to produce plays for the benefit of our audiences.

We recognise that, from time to time, a member of our audiences ('patron') may wish to raise a complaint. The purpose of this policy is to provide a process by which such a complaint will be dealt with.

Front of House staff should do everything in their power to resolve any complaint before the patron leaves the theatre.

If the complaint cannot be resolved by Front of House and the patron wishes to make a formal complaint then such complaint should be in writing and addressed to The Chair, The Carver Theatre, 1 Chadwick Street, Marple, SK6 7AX or sent by email to: chair@carvertheatre.co.uk

On receipt of a complaint the Chair will send an initial acknowledgement to the patron before investigating the complaint and liaising with all parties in an effort to resolve the issue. The Chair aims to resolve all complaints within 28 days of the acknowledgement being sent.

If the patron feels the complaint has not been dealt with satisfactorily, then the patron has a right of appeal which should then be sent in writing to The General Secretary, The Carver Theatre, 1 Chadwick Street, Marple SK6 7AX or sent by email to: secretary@carvertheatre.co.uk within 10 days of receipt of the Chair's decision.

The matter will then be brought before the Executive Committee at its next regular meeting (the date of which to be advised to the patron on acknowledgement of such right of appeal). The decision of the Executive Committee will be sent in writing by the General Secretary to the patron within 14 days of the meeting. This decision will be final.

Complaints Policy May 2019

GENERAL SECRETARY

Overall Responsibility

The General Secretary is an Officer of the Society and is responsible for the minutes of Exec and AGM meeting minutes, all official correspondence.

Specific Responsibilities

1. Create an Agenda for each Executive Committee Meeting, agree it with the Chair and then email to the Exec members approx. a week before the meeting.
2. Take minutes at Executive Committee Meetings, write them up, agree them with the Chair and then email them to all Exec members as soon as possible after the meeting.
3. Check incoming post (Secretary's pigeonhole in theatre) and emails (you will have a link set up for you to direct email for into your personal email or other email of your choice). Respond accordingly and report on significant communications to each Executive Committee meeting.
4. Book car park security (see below).
5. Process theatre booking requests (see below).
6. Periodically review the notice board in the theatre and ensure items on it are current and properly displayed.
7. Ensure the latest version of the Society's rules is on permanent display on the notice board and that all Executive Committee members have their own copy of the rules.
8. In June/July buy an academic diary and keep on table opposite telephone. Ensure entries are kept up to date.
9. The AGM is the last Wednesday in September. Send out an Agenda to all members at least 21 days beforehand and a letter inviting all members to attend. Officers and Department Co-ordinators nomination sheets to be placed on notice board when Agenda distributed. Nominations close 36 hours prior to commencement of AGM. Also put on the noticeboard an Expressions of Interest sheet on which Society members can write their name against those departments which they are able and willing to help with. Put AGM minutes from previous year on notice board one month before the AGM.
10. Arrange an Executive Committee meeting for the Monday prior to the AGM to prepare for the AGM. This meeting also approves reports for AGM from Treasurer and Registrar.
11. At the AGM, take minutes. After the meeting, write them up, and agree them with the AGM Chair. (Note that the AGM minutes are not formally approved until the next AGM twelve months later.) Circulate the minutes to Exec members in case there are any action points to be addressed, and also to improve chances of total accuracy and clarity of the minutes while the AGM is still fresh in people's

minds. The AGM minutes should then be filed, ready to be placed on notice board and web site one month prior to next AGM.

12. Create new list of names of Executive Committee Members (i.e. Officers and Dept Co-ordinators) and post on notice board.
13. Liaison with Trustees and ensure Trustee documentation is kept up to date.

[N.B. For “notice board” also read “members area of website”]

HOW TO ARRANGE CARVER CAR PARK SECURITY

In July contact Paul Swift to arrange Car Park Security for the forthcoming season. He will require performance dates for each play.

His mobile number is REDACTED. **Email: REDACTED**. His address is REDACTED

Create a time sheet for each production (see example below) and leave in a folder behind the bar for him to sign in and sign out. **[NB: we don’t need security for the Saturday matinee]**

Carver Theatre Car Park Security:			16th to 24th September 2016			
Play:			The Decorator			
Day	Date	Start Time	Time In	Signed	Time Out	Signed
Friday	16th	19:15				
Monday	19th	19:15				
Tuesday	20th	19:15				
Wednesday	21st	19:15				
Thursday	22nd	19:15				
Friday	23rd	19:15				
Saturday	24th	19:15				

HOW TO PROCESS A REQUEST TO HIRE THE THEATRE

The sequence is as follows:

Initial enquiry from hirer received by General Secretary / questionnaire completion by hirer / consideration of hire charges [basic cost (£225 per performance) plus costs for security plus costs for extra work pre-hire] / hirer accepts hire charges / questionnaire plus covering letter or email used as the contract and any deposits paid / event takes place.

The theatre's policy is not to accept commercial lets, only community/amateur events.

The Secretary, on receiving a non-commercial request to hire the theatre, uses the questionnaire (see below) and the charging protocol to give the hirer a very close idea of the likely cost. The Exec then approves the final charge, which will be for a minimum of £225 per performance (tech and dress rehearsals free), with discretion exercised by the Exec over what additional services are to be charged for. This may be reduced to £135 for local schools and societies.

The £225 per performance includes cost of power, heating, cleaning and apportioned overheads.

The reality is that requests to hire the theatre sometimes are received with only a few weeks' notice. Also, an enquirer probably will not want to wait for up to two months before the full Exec can approve the final charge. For these reasons, the Secretary will probably be unable to wait for formal Exec approval of any change and will instead seek agreement of fellow officers instead.

The Carver is duty bound to provide essential security services [Stage Manager, Lights, Sound, Fire Marshal and FOH 2nd person] and will do so at a cost of £125 performance on top of the £225. The actual need for these essential services depends on the individual experience of the hirer, e.g. The scouts Gang Show have no need for any. Werneth Band have no need for sound & lights as N Bradley permitted to do both. A school event may only need one FOH fire marshal - any decisions relating to security needs will be taken by Stage & FOH Departments. An allowance of £15 will be granted where a service is not required. However, it is ultimately at the discretion of the Executive Committee as to whether any charge is made over and above the basic £225 per performance.

Any additional stage work required before the let [e.g. specific painting of flats, drops, hanging curtains, specific lighting installations etc.] will be examined by the Stage Department and an additional charge calculated according to the time involved in doing that work. The questionnaire is shown on the following page:

Questionnaire for Carver Theatre Lettings

In order to provide an accurate costing in respect of your enquiry re hiring of the Carver Theatre for your upcoming event please complete and return the following table.

Customer name: _____

Customer event *[please describe]*: _____

Customer Contact details: _____

Preferred dates of event: _____

Item	Reply / requirement / description
Anticipated number in audience [NB: maximum is 160 persons]	
Cost of tickets for event [adult & child where applicable]	
Carver to provide Stage Manager? [Normally mandatory for safety reasons]	
Carver to provide Front of House personnel? [Normally mandatory for safety reasons]	
Carver to provide lighting operator? [Please describe any specific lighting needs]	
Carver to provide sound operator? [Please describe any specific sound needs]	
Carver to provide Box Office services? [Please provide ticketing details]	
Is an interval intended and the bar required to serve drinks?	
Is an interval intended and the tea room required to serve teas etc.?	
Are any special stage requirements / special effects / stage preparation etc. required? Please describe.	
Access / pre-show assistance & requirements	
Name, postal address, phone and email of Treasurer for invoicing	

If you would like your event to be advertised on the Carver Theatre website please send a separate request by email with artwork and location from where tickets can be purchased.

Return to:

General Secretary, Carver Theatre, 1, Chadwick Street, Marple, Stockport, SK6 7AX.

Or email:

secretary@carvertheatre.co.uk

TREASURER

Overall Responsibility

The Treasurer is an Officer of the Society and is responsible for all accounts, debtors & creditors, all banking, all other matters financial, all licensing & insurances and financial reporting.

Specific Responsibilities

1. Analysis of plays, pantomimes, shows, bar, kiosk, teas, raffle, programmes, social events, membership, seat sales and income and expenditure.
2. Provide copies to people responsible for the above sections, as required.
3. Annual examination of current seat prices, membership fees, and theatre hire charges and to make recommendation for change to the Executive for approval (currently done with Registrar, Ticketing and Publicity prior to March Exec.).
4. Preparation of Treasurer's Report monthly for the Exec. and yearly for the AGM.
5. Stock taking of the bar.
6. Review bar prices with bar committee and make recommendations to the executive committee for approval.
7. Keep Sage Accounting System updated – daily or as required.
8. Undertake audit, detailed Trial Balance and maintain Nominal Accounts,
9. Preparing VAT for payment or claim – quarterly.
10. Monitor RBS deposit account and Vernon Building Society – interest – transfer of monies between accounts.
11. Ensure all licenses are in place for: plays, pantomimes, bar (DPS, PLH), lotteries, PPL, PRS, Eurobins, Stockport MBC.
12. Application for Lottery and other grants.
13. Clearing cash from pay phone and charity bottle.
14. Dealing with Corporation Tax.
15. Ensure there is enough change for Bar and Front of House (Teas, Programmes, Ice Creams, Raffle and, for the Panto Sweets & Soft Drinks).
16. Send thank you cards and gift to ticket agents (Hollins of Marple) at Christmas.

REGISTRAR

Overall Responsibility

The Registrar is an Officer of the Society and is responsible for membership records, subscription collection, membership support, newsletter, subscription pricing (with Treasurer).

Specific Responsibilities

1. Attend Executive meetings and provide a report on membership activity and levels together with information on any members who have joined since the last executive meeting.
2. Collect subscriptions from members (excluding Juniors and Youth members), noting any change of details.
3. Receive and act upon requests from the Juniors, Youth and Panto Co-ordinator for Youth members to become Student or Adult members.
4. Maintain an up to-date list of members, deleting names of lapsed members.
5. Maintain a list of current members and ensure this can be shared as needed with other Officers and departmental heads.
6. Manage the membership under GDPR or relevant legislation.
7. Liaise annually with the Treasurer regarding membership subscriptions and make recommendations to the Executive Committee for approval.
8. Act as a point of contact for new membership enquiries, either via the website or directly to the Theatre, obtain approval to accept any new member in line with Society rules, receive payment of the applicant's subscription, and send out confirmation of membership with a membership pack.
9. Using information supplied by the Production or Juniors, Youth and Pantomime Co-ordinators as appropriate, ensure all performers and backstage crew members in productions are, or become, bona fide members of the society. On rare occasions, when appropriate, a person may be added to the Guest Register, for one season only, on agreement between the Director of the play (or Juniors, Youth and Panto Co-ordinator) and the Registrar.
10. Communicate new member details to the Newsletter Editor and department co-ordinators.
11. Deal with disagreements and complaints by members as and when required.
12. Send cards to, and liaise as appropriate with, members who are ill or bereaved, have entered into marriage or civil partnership, or have had new additions to the family. Send flowers if appropriate in exceptional cases.
13. Present a report on membership activity and levels to the Annual General Meeting.
14. Call a Special General Meeting if the membership falls below 30.

PRODUCTION

Overall Responsibility

The Production Co-ordinator is responsible for the selection of plays (with Stage), appointment of directors, casting, organising adjudications, show licences (with Treasurer), make-up, properties, costumes, rehearsed play readings and pre-show costing & technical meetings. The Junior Show, Youth Show and Pantomime are the responsibility of the Juniors, Youth and Pantomime Department.

Specific Responsibilities

1. The function of the Production Department is to read as wide a selection of plays as possible during the year and select a programme of plays and play dates for the forthcoming season and the first play of the season following.
2. Directors are arranged and an Open Forum organised so that all interested parties may discover the nature of forthcoming plays and parts involved. The Department then organises a series of Play Readings following the Open Forum so that members may acquaint themselves with each play content and submit a completed Casting Sheet if interested in taking part. The production department shall invite the Juniors, Youth and Pantomime Department to contribute to the Open Forum.
3. The Department is responsible for the casting of each play and arranging a Prompt. It is the policy to display a Cast List of each play on the Notice Board when casting is complete and rehearsals are about to begin.

THE PRODUCTION CO-ORDINATOR'S RESPONSIBILITIES:

1. To convene and chair regular meetings of the Production Department and ensure that the Department is fulfilling its function.
2. To attend or send a representative to report at Executive Committee meetings.
3. To procure and circulate around the Department as wide a selection of plays as possible including requests from Department members and any other member of the Society. It is advisable to be aware of professional and amateur productions elsewhere by means of press and regularly received copies of *Amateur Stage* and the GMDF newsletter, *Cues*. Visits to other theatres are also advisable where possible.
4. Scripts and licences should be ordered from the publisher, who will require payment with the order. Normally the publisher will send an invoice to the Treasurer who will pay by BACs. Occasionally they will just ask for a bank transfer, in which case let the Treasurer know the details and it will be done. It should not be necessary to pay for these by personal credit card.
5. When a programme of plays has been selected and agreed, Directors should be sought. When the Department has agreed on a list of potential Directors, it is the Production Co-ordinator's responsibility to approach these people for this

purpose. Appointed Directors should be asked to prepare a presentation for the Open Forum. When the Department has agreed a proposed date for the Open Forum, this must be ratified by the Executive Committee and, if agreed, published in the Newsletter.

6. The Production Co-ordinator must inform the Director of each play, in writing/email, that the budget for each play is £1500 (£3500 for the pantomime) to spend on staging (set build, lighting, sound, any other SFX), costumes and properties. All other costs, e.g. publicity, scripts, licences, GMDF costs, ticketing costs etc are paid for separately. Each Director must plan for this at the pre-production meeting of the entire creative team which is to be organised by Stage, see section on Stage R&R.
7. When a selection of plays has been agreed and Open Forum and subsequent Play Readings held, casting for each play by the Department must begin. The appropriate Director should be invited to the relevant casting meeting so that he/she may be a part of the casting process. Priority must be given to members at all auditions and castings, where possible, before non-members are invited. When a list of potential cast has been agreed, it is the Production Co-ordinator's responsibility to offer roles to those listed and hopefully secure agreement. Once the cast has been agreed the list should be forwarded to the Registrar to ensure all actors are, or become, bona fide members of the society.
8. Once a selection of plays has been agreed, the Royalties forms for all the plays in the season should be completed and handed to the Treasurer for sending to the appropriate publisher. To acquire Royalty forms, the Production Co-ordinator should write to the appropriate publisher, listing the programme of selected plays and requesting the royalty fee for each production. It is important that it is specified that our theatre seats 158 as this usually attracts a lower fee. Once notification is received the document may be photocopied for each play and this becomes the Royalty form.
9. A form must be completed and sent to the GMDF Secretary in September stating all the plays (including Pantomime – details to be gained from the Juniors, Youth & Pantomime Department) to be entered for the season as they will then allocate dates for the adjudicators. Approx. 6 weeks before the play a cheque and completed form should be sent to the GMDF Secretary and script should be sent to the adjudicator. We usually apply for both written assessment and entry into the Full Length Play Festival. When the form is returned it will indicate which night the adjudicator wishes to visit and two aisle tickets, preferably not too near the stage, should be obtained from Hollins Building Supplies. If Hollins' staff are told they are for the adjudicator, they will be sent to the theatre for the appropriate night. It is the responsibility of the Production Co-ordinator to ensure that he/she or another Department member is there to greet the adjudicator, supply the tickets and a programme, invite him/her for a drink, organise some refreshment for the interval and generally make him/her welcome. It may be appropriate to invite the adjudicator to visit backstage after the play and meet the cast.
10. The Publicity Co-ordinator will require a brief synopsis of each play for publication on posters, in advertising leaflets and in the programme.
11. When rehearsals begin, it is policy to attend to ensure all cast members are present and the Director is able to proceed.

12. It is advisable to monitor rehearsal progress so that the Production Department and Executive Committee may be kept informed and made aware of any problems that arise.
13. During performances arrangements should be made for the theatre to be opened by whoever wishes to arrive first. This should be done with the director's key.

PLAY SELECTION:

1. Each season, four plays should be selected, three to complete the next season and one to begin the season following.
2. Plays should be selected from a list of plays that every member of the Department has read. It is essential to strive for a balance of drama, comedy, farce, mystery, classics etc. and that staging and current acting membership are borne in mind. Play dates should also be agreed.
3. Once the play selection has been made, the appropriate scripts should be passed to the Stage Department by 1st February and they will consider the feasibility of set and effects requirements.
4. By early March a meeting of the Production and Stage Departments should be arranged to discuss the proposed selection and dates. If Directors have been appointed they should be included.
5. When agreement has been reached with both Departments, the proposed selection of plays and play dates should be presented for ratification by the Executive Committee, preferably at their March meeting but if not then April meeting at the latest.
6. The number of scripts to order for each play selected for production is Cast plus 8. In addition to the cast, there is a copy for each of the following:
 - Director
 - Prompt
 - Stage Manager
 - Sound Technician
 - Lighting Technician
 - Properties
 - Wardrobe
 - Adjudicator (if required)
 - Musical Director (if required)
 - Choreographer (if required)

STAGE

Overall Responsibility

The Stage Co-ordinator is responsible for approval of play selection, set construction, selecting stage managers, set design, control room, health & safety stage¹, lighting design & provision, sound design & provision, lighting & sound operators selection, specification of any new stage equipment.

Specific Responsibilities

1. Ultimate responsibility for all technical aspects of each production normally excluding Juniors and Pantomime.
2. Liaison with the Production Department on all proposed productions and agree the same (technical practicalities only), prior to any announcement.
3. Arranging a Stage Manager and stage staff for each production and providing scenery for the same.
4. Providing lighting and sound design, together with operators for each production.
5. Providing properties and wardrobe for each production.
6. Providing a makeup team for each production.
7. Arranging a meeting with the Director of each production, plus representatives of sound and lighting design, lead props, lead costume and stage manager to discuss the main technical aspects and agree a rehearsal schedule and dates for set building. At this meeting any financial aspects relating to the production need to be brought forward and communicated to the Treasurer.
8. Organising the specification and preparation of estimates for the purchase or hire of equipment and materials for the upkeep of all technical aspects associated with the stage.

¹ Everything on stage, from stage front to Green Room door off stage plus Control Room (& access), all stage lighting and speakers in auditorium.

HOUSE SERVICES

Overall Responsibility

The House Services Co-ordinator is responsible for bar management², all rotas, programmes, teas, raffles, ice creams, FoH stewards, social events and activities.

Specific Responsibilities

1. Organising the rota for front-of-house duties and attendance in the Box Office.
2. Provide supervision of the Juniors and Youth when selling Raffle Tickets and Programmes during production runs.

Bar Responsibilities

1. The Bar Secretary MUST be a Personal Licence Holder.
2. Order the bar delivery by phone via the brewery's telesales.
3. Arrange for the delivery to be put away on the day of delivery.
4. Keep stock to a manageable and practical level, i.e. do not overstock cellar.
5. Prepare the bar rota 2 to 3 weeks before the start of a play.
6. Check the rotas are being filled for both plays and lease functions.
7. Delegate bar committee to share tasks of opening, preparing and closing the bar and bar area during play weeks, club nights and lease functions and including making final checks that everything in the theatre is switched off and locked up at the end of the evening.
8. Undertake stock check with Treasurer.
9. Annually review bar prices (normally after the season has finished in July) and submit any changes to the Executive Committee for approval.
10. Ensure there is a Bar Committee representative at all Executive Committee Meetings.

Social Responsibilities

Cast /Crew Refreshments

1. Provide Tea/Coffee/Milk//Sugar/Biscuits every night for all plays
2. Cast members to bring basket of dirty cups up to bar staff to be put through dishwasher each night of the performance.
3. During **Pantomime, Junior and Youth Shows only** provide children in the cast with orange juice and biscuits.

² Bar manager must be a Personal Licence Holder (PLH) and one person in this department must be a Designated Premises Supervisor (DPS) who must by law also be a PLH. Any person working behind the bar must be aged 18 or over.

Audience Refreshments

1. Provide Tea/Fruit Tea/Coffee/Decaf Coffee/Milk/Sugar/Chocolate Biscuit for audiences at the Monday to Thursday Performances during each play.
2. Set out tables in view of encouraging a self-service style approach.
3. All mugs to be washed through the dishwasher by the bar staff.
4. At the beginning of the season delegate each of the Monday to Thursday evenings to four people to commit to organising 3 to 4 volunteer helpers for the same night throughout the season

Raffle

1. Arrange with the Juniors, Youth & Panto Co-ordinator to create a rota for two Carver Junior and/or Youth members (FOH staff used for supervision only) to sell raffle tickets and programmes at the beginning of every performance at each play throughout the season.
2. Display the winning numbers in the bar and the foyer by the interval of each performance.

Programmes

1. Arrange with the Juniors, Youth & Pantomime Co-ordinator to create a rota for two Carver Junior and/or Youth members to sell programmes at the beginning of every performance at each play throughout the season.

FACILITIES

Overall Responsibility

The Facilities Co-ordinator's responsibilities include:

1. Property maintenance and improvement work,
2. Utilities,
3. Wifi & network,
4. Heating system,
5. Fire alarm,
6. Emergency lighting and electrical systems tests,
7. All non-stage technical,
8. Web site development, maintenance and access,
9. Health & safety non-stage³,
10. Fire extinguisher maintenance contract,
11. Theatre cleaning contract (schedule & monitoring),
12. Waste disposal (bins & feminine hygiene contract).

Specific Responsibilities

1. Meeting Fire Officer for periodic inspection when required.
2. Testing all emergency lighting and smoke alarms before any play run or let, otherwise monthly.
3. Arranging servicing of all fire extinguishers with Chubb (usually in December).
4. Organise cleaning schedule for the season in advance (around August).
5. Regularly (nightly during plays and pantomime) checking cleaner's communication log to keep abreast of any problems and ensuring provisions are available to the cleaners.
6. Ensure bins are emptied regularly and any additional collections arranged.
7. Ensure that sufficient toilet paper, hand towel rolls and paper towels are in stock and that the toilets are appropriately provisioned.
8. Ensure that the buildings insurance is maintained with sufficient cover and renewed in a timely manner (usually at the beginning of March), in consultation with the Treasurer.

3 Everything not related to Stage

PUBLICITY

Overall Responsibility

The Publicity Co-ordinator is responsible for programmes, commissioning of posters & banners, all ticketing, all advertising, programme advert invoicing, ticket & programme advert pricing (with Treasurer).

Specific Responsibilities

1. Publicising all productions within agreed costs.
2. Designing and producing the programme and the selling of advertising for same.
3. Organising the design, printing and distribution of relevant publicity material including posters and season flyers.
4. Organising the production and display of the large posters for the side of the theatre.
5. Organising the on-line booking plans. Supervision of ticket sales for each performance, including manning of the box office before each performance. Organisation of season tickets renewal each year.
6. Instituting press relations and listing of productions in local papers and local radio.
7. Ensuring the website kept up-to-date.
8. Updating other internet-based advertising regularly including the Marple forum, Stockport Council, GMDF and other appropriate sites
9. Preparing and circulating from time-to-time a newsletter to keep members informed of Society activities.

JUNIORS, YOUTH & PANTOMIME

Overall Responsibility

The Juniors, Youth & Panto Co-ordinator is responsible for Junior and Youth membership registration and subscription collection, workshops, child protection, junior and youth subscription pricing (with Treasurer), selecting both the junior and youth shows and pantomime scripts, junior show, youth show and pantomime licences (with Treasurer), selecting pantomime directors and/or choreographer, liaising with Juniors and Youth, casting pantomime, set design and staging of Junior and Youth Shows and Pantomime.

Specific Responsibilities

1. Chair all meetings of the Juniors and Youth Department & Pantomime Department or appoint a deputy to do so.
2. Oversee all the activities organised by the Juniors and Youth Department & Pantomime Department or appoint other members of the Department or suitable persons to do so.
3. Ensure that a correct and accurate record is kept of all the business of the Juniors and Youth Department & Pantomime Department.
4. Represent the Juniors, Youth & Pantomime Departments at all meetings of the Carver Theatre Executive Committee or appoint a deputy to do so.
5. Manage the register of all Junior and Youth Members including the waiting list for the workshops. Including an attendance register to the Workshops.
6. Maintain and ensure all documentation and permission forms are in place and signed by the Juniors/Youth Members and their Parents/Guardians regarding safeguarding, photograph & video permission, behaviour and attendance policies.
7. Invite all Junior members who attain the school age of Year 11 (15/16 years) to become Youth members. and inform the Registrar accordingly giving relevant details.
8. Invite all Youth member who attain the age of 18 to become Student members if they remain in full time education or be an Adult member if not in full time education and inform the Registrar accordingly giving relevant details.
9. Purchase the Raffle Prizes for each production of one bottle of wine and one box of chocolates per performance.
10. Work with the Child Protection Officer to ensure the appropriate Stockport Council licensing and forms are completed for each production.
11. Instigate the need for DBS checks as required and liaise with the Child Protection Officer.
12. At the earliest opportunity prior to a Pantomime, Juniors or Youth production, send a list of cast and backstage crew to the Registrar, so that the Registrar can

approach any who are non-members regarding membership. The list may give reasons why certain individuals should not be approached.

13. Provide the required information for the Open Forum and provide appropriate representation for the Junior and Youth Shows and the Pantomime.

JUNIORS-RELATED RESPONSIBILITIES:

1. Register Junior Members and collect subscriptions and fees as defined as follows:
 - The Junior Members will be charged an appropriate sum, to be agreed with the Executive Committee of the Carver Theatre, to cover their membership of the Carver Theatre.
 - Members enrolled to partake in a course of Workshops will be charged an additional sum, to cover the full running costs of that course.
2. Disseminate information between the Junior Members, the Juniors, Youth & Pantomime Department and the Executive Committee of the Carver Theatre.
3. Select and organise the Juniors Show, including the appropriate licensing.
4. Provide details of the Show to the Publicity Department.
5. Ensure the Juniors Show meets the budget of £750.
6. The Juniors, Youth & Panto Department will have the overall responsibility of the Juniors workshops.
7. Organise any other activities agreed by the Juniors, Youth & Panto Department and approved by the Executive Committee of the Carver Theatre.
8. Arrange a rota for members of the section, under supervision, to sell Raffle Tickets and Programmes at the beginning of each performance of a play and pantomime.

THE WORKSHOPS

1. The Juniors, Youth & Panto Department will organise and take responsibility for the enrolment of Junior members to any course of workshops.
2. The person appointed to deliver the course of workshops will be responsible for organising and delivering the full programme for which they will provide full written plans before the commencement of the course.
3. The Juniors, Youth & Panto Department will be responsible for arranging representational support at each workshop on a rota basis if necessary, for the person appointed to deliver the course.

YOUTH-RELATED RESPONSIBILITIES:

1. Register Youth Members and collect subscriptions and fees as defined as follows:
 - The Youth Members will be charged an appropriate sum, to be agreed with the Executive Committee of the Carver Theatre, to cover their membership of the Carver Theatre.

- Members enrolled to partake in a course of Workshops will be charged an additional sum, to cover the full running costs of that course.
2. Disseminate information between the Youth Members, the Juniors, Youth & Panto Department and the Executive Committee of the Carver Theatre.
 3. Select and organise the Youth Show, including the appropriate licensing.
 4. Provide details of the Show to the Publicity Department.
 5. Ensure the Youth Show meets the budget of £750.
 6. The Juniors, Youth & Panto Department will have the overall responsibility of the Youth workshops.
 7. Organise any other activities agreed by the Juniors, Youth & Panto Department and approved by the Executive Committee of the Carver Theatre.
 8. Arrange a rota for members of the section, under supervision, to sell Raffle Tickets and Programmes at the beginning of each performance of a play and pantomime.

THE WORKSHOPS

1. The Juniors, Youth & Panto Department will organise and take responsibility for the enrolment of Youth members to any course of workshops.
2. The person appointed to deliver the course of workshops will be responsible for organising and delivering the full programme for which they will provide full written plans before the commencement of the course.

The Juniors, Youth & Panto Department will be responsible for arranging representational support at each workshop on a rota basis if necessary, for the person appointed to deliver the course.

PANTOMIME-RELATED RESPONSIBILITIES:

Pantomime- related Juniors-related and Youth-related responsibilities are currently held by the Juniors, Youth & Pantomime Co-ordinator but could be split into two roles if later required by the co-ordinator eg one for Junior & Youth and one for Pantomime.

Responsibilities –

1. Selecting a script, and where the appropriate knowledge is not held in the Juniors, Youth & Pantomime Department, liaising with the Production and Stage Departments regarding suitability as required and submitting to the Executive committee for approval.
2. Selecting a director. Ensuring that the director is aware of the £3500 budget for each pantomime. Liaising with the Production committee,
3. Selecting a musical director and choreographer liaising with the chosen director.
4. Ensuring the advertising and supervision of auditions take place.
5. Overall responsibility for casting the pantomime in collaboration with the director, choreographer, musical director and in consultation with the Production

Department. Priority must be given to members at all auditions and castings, where possible, before non-members are invited. The chorus is only open to Junior and Youth Members. The chorus may be opened to others where the parts cannot be filled from the Juniors and Youth Members. This will be at the discretion of the co-ordinator. Where others are invited to join the chorus, they shall become members but only for the pantomime. Where the Juniors and Youth Workshops are full and have a waiting list the additional Pantomime chorus will not have access to the workshops. They can be added to the workshop waiting list if they wish to do so. Once the cast has been agreed the list should be forwarded to the Registrar to ensure all performers are, or become, bona fide members of the society.

6. Selecting a stage manager, set designer, lighting designer, sound designer, wardrobe and props person in conjunction with the Stage Department.
7. Ensuring regular production planning meetings take place and highlighting any issues or deviations from production plan so relevant steps can be taken.
8. Supporting the Director, Musical Director and Choreographer throughout the rehearsals and performances of the production in all practical ways e.g. finding suitable rehearsal venues.
9. Instigate DBS checks as required with liaison with the Child Protection Officer.
10. At the end of the current Pantomime producing a report on the production for the Executive Committee and the new incoming Pantomime team.

CHILD PROTECTION OFFICER

- 1.** Ensure policies and procedures related to safeguarding the welfare of children are kept up to date, in line with current legislation and adhered to.
- 2.** Appoint a Lead Chaperone for each production that involves children under 16 years.
- 3.** Ensure an Adults Production Register is completed and maintained for each production that involves children under age 16.
- 4.** Ensure every adult member of a production that includes children is in possession of the Carver's Code of Good Practice for Working with Young People.
- 5.** Instigate criminal record disclosure processes where considered appropriate and keep the resulting information confidential to the Chairman and General Secretary.
- 6.** Deal with reported incidents including ensuring appropriate record keeping and involvement of the police and social services as appropriate.