

MEMORANDUM

TO: All Uwharrie Players, Inc. Board Members

FROM: Brian Jones, Chair, Constitution/Bylaws/Procedure committee responsible for updating the procedure manual as needed

DATE: February 7, 2005

RE: Updated Bylaws, Special Board Policies, and Job Descriptions

Attached you will find copies of the job descriptions for paid positions compiled in September of 1991 by a committee led by Vicki Coggins. According Coggins these job descriptions were reviewed and accepted by the board at that time.

Also included are job descriptions for Sets Manager and Properties Manager adapted by the Board of Trustees April 25, 1990.

I have digitized these documents and will maintain them along with the other important and useful documents I have assimilated for the Uwharrie Players Board of Trustees.

UWHARRIE PLAYERS, INC.

Job Description and Recommended Responsibilities For:

DIRECTOR

1. Serves, whenever possible, in consultant capacity in the interviewing and hiring of other paid positions.
2. Is present and prepared for auditions.
3. Provides or obtains, through Uwharrie Players administration, information sheets for each person auditioning.
4. Provides fair auditioning time to each person trying out.
5. Makes final decisions on casting of show (working, when appropriate, in cooperation with the music director and choreographer).
6. Posts a cast list after auditions and makes arrangements to ensure that each cast member is aware of casting; is also aware of whether each member caste accepts his/her part(s).
7. Is responsible for thank you letter to those individuals not cast.
8. Obtains from cast members any conflicts during rehearsal dates and, using this information, works with other staff members in developing an organized rehearsal schedule.
9. Provides cast members with a written rehearsal schedule at least 1 (one) week in advance.
10. Works with other staff members to ensure that rehearsal time is used effectively with minimal amount of "dead time" for actors.
11. Is willing to work "one-on-one" with specific actors as needed.
12. Stays informed on the technical aspects of the production and works to ensure that work on these areas is on schedule.
13. Maintains open communications with all staff members, Uwharrie Players administration, and committee chairs.
14. Attends production meetings.
15. Any specific problems should be addressed to PRODUCTION MANAGER as soon as possible.
16. Assumes responsibility for overall artistic success of the show.

UWHARRIE PLAYERS, INC.

Job Description and Recommended Responsibilities For:

MUSICAL DIRECTOR

1. Is present for auditions or makes arrangements to hear everyone sing before final casting decisions are made.
2. Assists director in making casting decisions (with the understanding that the director has the final say).
3. Works with Uwharrie Players administration to ensure that an accompanist is present for the auditions.
4. Secures rehearsal accompanist(s) for all rehearsals involving vocal music and also as needed for choreography rehearsals.
5. Secures required musicians for orchestra or ensemble (band, etc.) and negotiates salaries with musicians, staying within budget limits for orchestra.
6. Is present for all rehearsals involving vocal music and as needed for choreography rehearsals.
7. Works closely with director and choreographer on possible cuts in the music, tempos, etc.
8. Rehearses orchestra or instrumental ensemble as needed (a minimum of two (2) times) prior to their playing with the cast.
9. Makes certain that ALL musicians are available to play for a minimum of three (3) rehearsals prior to opening of show.
10. Is willing to work "one-on-one" (as needed) with individual vocalists.
11. Is responsible for getting sheet music to musicians (as early as possible) and is responsible for return of music.
12. Works closely with director in developing rehearsal schedule.
13. Is responsible for getting salary checks to musicians at conclusion of show.
14. Is responsible for making sure that ALL marks are erased from orchestra music before returning to stage manager.
15. Is responsible for ensuring that all appropriate sound equipment is in place for rehearsals (so the director hears singers and vice versa).
16. Works with director and choreographer to ensure artistic success of show.

UWHARRIE PLAYERS, INC.

Job Description and Recommended Responsibilities For:

CHOREOGRAPHER

1. Is familiar with the overall music of the show, and specifically those pieces of music which require choreography.
2. Is present for auditions and has several single choreography steps prepared to have those auditioning go through.
3. Assists director, as needed, in casting the show (with the understanding that the director has the final say).
4. Creates, plans and organizes the choreographed numbers in the show.
5. Works closely with the director to make sure choreography fits in with the directors blocking and the set design.
6. Works with director to develop an organized and effective rehearsal schedule.
7. Makes arrangements to ensure that music is available for choreography rehearsals (accompanist, tape, record, etc.).
8. Works closely with the music director on musical rhythms and tempos.
9. Is present for all rehearsals involving choreography.
10. Is willing to work "one-on-one" (when necessary) with individuals or small groups who need the extra work.
11. Works with director and musical director to ensure artistic success of show.

UWHARRIE PLAYERS, INC.

Job Description and Recommended Responsibilities For:

STAGE MANAGER

1. Assists director and Uwharrie Players administration with distribution of scripts, scores, etc.
2. Assists in the collection of deposits for scripts, scores, etc., and membership dues from cast members during early days of rehearsal.
3. Assists director as needed by taking notes during blocking and any other stages of rehearsal.
4. Assists director in communications with cast, other staff members and Uwharrie Players administration.
5. Assists director in developing rehearsal schedules and in keeping up with dates when cast members cannot be present.
6. Attends all production meetings.
7. Assists director and Uwharrie Players administration in communicating with various production committees.
8. Works with director and technical director to organize set changes (i.e. assigning movement of set pieces, etc.)
9. Takes charge of production from back stage once performance begins by:
 - A. Communication with cast, house manager and conductor on start of show (and following intermission).
 - B. Communicating with cast and sound and lighting technicians on beginning of scenes.
 - C. Making sure everyone is in his/her right place according to scenes.
10. Is responsible for the collection and return of scripts, scores, etc. (must be cleaned, packed, and given to treasurer for mailing to publisher).

UWHARRIE PLAYERS, INC.

Job Description and Recommended Responsibilities For:

SET DESIGNER

1. Is responsible for becoming familiar with the show (script), and discusses with the director and production staff their concepts and plans for the show.
2. Is responsible for becoming familiar with the dimensions of the stage on which the show will be performed.
3. Is responsible for becoming familiar with what raw materials are and/or will be available for set construction, and with the budgetary constraints.
4. Is responsible for organizing, planning and preparing detailed drawings of set design -- writing appropriate dimensions.
5. Is responsible for getting directors approval of all drawings, prior to beginning set construction.
6. Is responsible for providing drawings for set construction head and for making sure they are clear and understandable.
7. Is responsible for providing consultation, as needed, during the construction and completion of the set.

UWHARRIE PLAYERS, INC.

Job Description and Recommended Responsibilities For:

SET CONSTRUCTOR **

1. Works with director (and whenever applicable - with set designer) to plan construction of a set that is appropriate for the production.
2. Assesses all available materials, working within budgetary constraints:
 - A. If it is necessary to exceed the appropriated budget, it is recommended that prior approval from the Board be received.
3. Is responsible for construction of entire set:
 - A. Has basic set constructed at least 1 (one) week prior to first performance (working in cooperation with director).
 - B. Has entire set completed by final dress rehearsal (including all decorative painting, etc.)
4. Attends production meetings.
5. Organizes work schedules for building and painting sets.
6. Is responsible for recruiting volunteers to help work on sets, and supervises these volunteers (may work with stage manager, production committee chair, president, etc. on this).
7. Communicates with the chairperson of prop committee on relationship between sets and props.
8. Communicates with choreographer to make sure set and choreography are compatible.
9. Works with stage manager to organize set changes during actual production.
10. Maintains good communications with director throughout set construction.
11. Supervises the breaking of sets on the day following the final performance (or as previously determined).

** See job description for Technical Director as it pertains to this job.

UWHARRIE PLAYERS, INC.

Job Description and Recommended Responsibilities For:

TECHNICAL DIRECTOR

In addition to the duties of Set Constructor:

1. Is responsible for identifying and recruiting needed personnel for set construction, lighting (setting and running), sound (setting and running), and set changes during the show.
2. Is responsible for overseeing the overall construction of sets and setting of lights and sound.
3. Is responsible for maintaining communications with director and Uwharrie Players administration on status/progress of technical aspects of production.
4. is responsible for working with stage manager to ensure the smooth implementation of all technical aspects of the production during the performances.
5. Must be present for all actual performances (including dress rehearsal).

** It is the recommendation of this committee (job description committee, 1991) that if a set constructor is not willing to assume the responsibilities of technical director, no paid position of technical director should be employed. Any salary differential between a set constructor and a technical director/set constructor should be at the discretion of the board of directors.

UWHARRIE PLAYERS, INC.

Job Description and Recommended Responsibilities For:

SETS MANAGER

Sets Manager should be appointed by the Board of Directors by the second board meeting of the year. Sets Manager shall be responsible for all of the Uwharrie Players' raw materials and sound equipment. Raw materials include: lumber, paints, wall modules, flats, hardware, and power tools. Sound equipment includes: microphones, microphone cables, speakers, amplifiers, lighting equipment and lighting cables.

Sets Manager shall be in charge of maintaining a current inventory to the best of his or her ability.

UWHARRIE PLAYERS, INC.

Job Description and Recommended Responsibilities For:

PROPERTIES MANAGER

Properties manager should be appointed by the Board of Directors by the second board meeting of the year. Properties Manager shall be responsible for all of the Uwharrie Players' costuming and stage props. Costuming and stage props shall include all items not covered under Sets Manager's responsibility.

Properties Manager shall be in charge of maintaining a current inventory to the best of his or her ability.