

ADMINISTRATIVE PRODUCER

The administrative producer is responsible to the executive of the company for the overall management of the following committees:

- Bar Manager (Executive position)
- Dressing Room Coordinator
- Final Night Party Coordinator
- Foyer Design Coordinator
- House Manager
- Matinee Tea Party Coordinator
- Opening Night Gala reception
- Photographer
- Poster Design
- Preview Night Coordinator
- Program Coordinator
- Publicity and Advertising Coordinator (Executive position)

PLANNING

1. Attend rehearsals and become thoroughly familiar with the play.
2. Select committee heads for above positions and distributes job description.
3. Check with theatre manager regarding rentals and inform technical producer of it.
4. Check with treasurer regarding purchase order procedures.
5. Consult with committee heads regarding deadline dates on production schedule.
6. In cooperation with the technical producer and director draw up production schedule and budget.
7. Obtain scripts to give to committee heads. Keep track of script numbers and distribution.
8. Be on hand for all production meetings.
9. Plan and post rehearsal schedule, deadline dates, and meetings in conjunction with technical producer
10. Become familiar with all theatre policies.

WORKING

1. Make a list of all cast and crew with their phone numbers and email address and distribute to all committee heads. There is a phoning committee at your disposal – contact the theatre president for further information.
2. Control all production expenditures with the cooperation of the technical producer and ensure that all costs remain within the budget. You may reserve the right to consult with the executive in cases of unrealistic budget demands.
3. Check with the Treasurer for the proper purchasing procedures. Inform all committee heads. Use theatre charge accounts when possible.

ADMINISTRATIVE PRODUCER

4. Ensure that committee members are paid promptly for out of pocket expenses. Keep petty cash and account for disbursements.
5. Call production meetings with producer and director as required. Communicate with all committee heads regarding dates and times of production meetings.
6. Make a list of the complimentary tickets requested by production committee heads and inform business manager of tickets required.
7. Line up all photo sessions with cooperation of director.
8. If cast and crew wish to have the bar open after productions (when bar is not scheduled to be open) either the producer or stage manager **MUST** run the bar.
9. Check with committees for program credits and relay to program coordinator.
10. Make sure your various committees keep to the deadlines set out in the production schedule.
11. Create master list to include EVERYONE who worked on the production and update as required. Make sure program coordinator has updated list.
12. Contact the key master to have keys and passwords issued as required.
13. Inform the Preview Coordinator of any guests of the Powerhouse who have been authorized to attend Preview.

RUN

1. Where appropriate, prepare thank you notes and hand them out on opening night. The secretary can supply Powerhouse thank you notes.
2. Make sure House Manager is aware of the “no double sale of seats” policy and fire regulations.
3. Finalize all outstanding purchase orders and bills and present to treasurer.
4. Laminate one poster which will be stored at the Museum. Put six programs and six posters in the archives cupboard.

STRIKE

1. Help strike the set – collect all keys, any available scripts and job description manuals. Make sure manuals are returned to the secretary **BEFORE** redistribution. Make sure all the keys are returned to the key master **BEFORE** redistribution as well.
2. Finalize budget for the treasurer.
3. Arrange for some cast or crew to clean toilets and wash makeup off walls in the dressing rooms. Sweep up and wash the floors as well as empty all garbage cans.
4. Send thank you notes to any merchants or individuals, where appropriate. Obtain Powerhouse Thank You notes from secretary.