

Chair

OVERALL ORGANISATIONAL OVERSIGHT AND CONTROL. EXTERNAL REPRESENTATION AND LIAISON.

General Secretary

AGM, MINUTES, GOVERNANCE, BUSINESS PLANNING, DESIGNATED BPT MEMBER.

BPT LIAISON

Deputy Chair

TRAINING OVERSIGHT  
VOLUNTEERING OVERSIGHT

Training and Youth Theatre Co-ordinator

General Technical Manager

STAGE MANAGEMENT OF SHOWS  
PROVISION AND MAINTENANCE OF TECHNICAL EQUIPMENT  
OUTFITTING OF THEATRE SPACE  
ENSURING SAFETY OF PERFORMERS, CREW AND AUDIENCE.  
ENSURING HEALTH & SAFETY AND ADEQUATE FIRE ACCESS FOR ALL ACTIVITIES

House Manager

BOX OFFICE  
FRONT OF HOUSE  
RAFFLE ETC.

Finance Director – co-opted

Company Secretary – co-opted

Membership Director

MEMBERSHIP DATABASE, NEW MEMBERSHIP ETC.

DESIGNATED MC MEMBER AND MEMBERS CLUB LIAISON

Theatre Director - Finance lead

SEASON PROGRAMME ETC.

Show budgets  
Financial reporting

Theatre Director – Planning lead

Scheduling  
Building liaison

Theatre Director – Learning lead

Post show reporting  
Reps

Rights and Payments Director (prev. Director w/o Portfolio)

RIGHTS  
PAYMENTS

WARDROBE

Publicity Director

SHOW PUBLICITY  
SOCIAL MEDIA

Marketing Director

BRAND IDENTITY  
WEBSITE  
EVENTS