

Theatre Manager Duties

The general goal of the Theatre Manager should be to make sure that the theatre is taken care of when others are using it. It would be preferred if the theatre manager has experience in using the lights and sound.

1. Grades

- a. The Theatre Manager must maintain an overall GPA of 2.5 for EVERY grading period throughout the year.
 - i. Should the GPA dip below 2.5 for any grading period the Theatre Manager will be put on probation for next 9 weeks. If the GPA is not brought to above 2.5 after the next grading period the position will be forfeited and the sponsor will appoint a new Theatre Manager.

2. Leadership

- a. All officers must be enrolled in a minimum of ONE theatre class BOTH semesters.
- b. All officers must be present for every drama club and officer meeting; on time and prepared with full knowledge of agenda and prepared to answer questions.
- c. All officers must conduct themselves in a manner that represents not only GSHS, but also our Drama Department; being polite, respectful and responsible young adults.
- d. All officers must keep the sponsor and booster club updated on all projects and happenings in their position.
- e. All officers are responsible for bringing new ideas to the program.
- f. Whether or not you audition, it is mandatory that all officers participate in the play. That can be on the tech crew, set construction, house managing, costumes, props, publicity, etc. Each officer MUST be a part of EVERY show we produce. This is not an option.
- g. There must be at least one officer at each booster club meeting.

3. Special Events

- a. The Theatre Manager must communicate with the theatre sponsor as well as the event sponsor.
- b. He/She must make sure that any special requests made by the event sponsor is cleared through the school and theatre sponsor.
- c. It is the Theatre Managers' job to make sure each event is covered with the proper personnel to run the lights, sound and backstage if need be.

4. Other duties

- a. The Theatre Manager could be in charge of 2 to 3 other events sponsored by the department. These events will be announced and assigned at a later date.
- b. Ensure the upkeep and maintenance of the theater, acting as a house manager for the auditorium.
- c. Have good communication skills and accommodate those who have never used the theater.
- d. Utilize the Troupe 7485 email and google calendar to be aware of all upcoming dates and events
- e. Must have experience with using the lights, sound, and fly system. Must also have standbys ready to operate such systems.
- f. Attend all, if not, most events that take place in the theater

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- g. Be in good standing with all performing arts directors and Steinbrenner administration, as communication with them will be often.
- h. Responsible for the planning, organizing, and execution of PRISIM (this is a yearly winter concert with all performing arts departments, the largest event of the year).

5. Consequences

- a. Any officer failing to comply with any of the above is subject the consequences which may include loss of position and title.
- b. In the event that an officer loses their position, a replacement will be appointed by the sponsor for the remainder of the year.