

Social Media Manager Duties

The general goal of the social media manager should be to record and display the achievements of the club through photographs. This includes publicity, fundraisers, club meetings and productions.

1. Grades

- a. The Social media 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 Social media 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 Social media 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 social media manager must be present for all events the drama club participates in. This includes, but is not limited to:
 - i. Show rehearsals, tech build days, club, officer and booster meetings. ANYthing the department is doing needs to be documented.
- b. He/She must attend induction night as well as be present every morning and afternoon of induction week to document the events taking place.
- c. It is the social media managers' job to document what our department does throughout the year in photos.

- i. If the social media manager can't be present, then it is the social media managers' job to make sure someone else will be there in their place.
- d. The social media manager is tasked with creating the "year in review" slideshow for the drama banquet. The slideshow should contain photos from productions, rehearsals, fundraisers, club days, interactions/activities in class, and showcase moments of camaraderie between students. It should be a celebration of all we have done that year. The slideshow should be approximately 10 minutes long and evenly highlight the program in its entirety.

4. Productions

- a. The social media manager must ensure headshots of the actors. This is to be done 1 week before the program is printed at the latest.
- b. They must attend 1 performance of every production with a non-flash camera to take pictures before, during and after the show. These photos must be taken to school newspaper and asked to be published in their next edition with an article about the show.

5. Other duties

- a. The social media 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. They must work with the secretary and sponsor to work on getting photos of the drama club on social media or on the school news a month to 2 weeks prior to show time.
- c. They must be at every event Steinbrenner theatre does at other schools including anything at Mckitrick Elementary or Martinez Middle, and any special viewings of shows the sponsor

6. 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.