



Role Statement

QUEANBEYAN PLAYERS INC ROLE STATEMENT – PRODUCTION MANAGER

The Production Manager is endorsed by the Committee upon appointment by the Artistic Team. The Production Manager shall have overall responsibility for coordination of department heads and other aspects of production, including but not limited to show budget, production team meetings and communication with cast.

The Production Manager shall be responsible for:

- Managing and coordinating the overall show budget
- Appointing a First Aid Officer
- Creating and maintaining contact lists for cast and crew – including Committee members and suburb lists for carpooling purposes
- Creating and securely storing sign-in sheets for all rehearsals
- Ensuring all rehearsals comply with QP Policies and Procedures
- Creating and maintaining a roster of parent supervision if children are in the cast
- Holding keys for the rehearsal venue, and ensuring the venue is locked and unlocked for each rehearsal as required
- Sending out rehearsal schedules
- Liaising between Production Team and cast for non-artistic correspondence eg. Absences and general correspondence between Department Heads and cast
- Liaising between Production Team and the QP Committee
- Chairing all Production Meetings
- Assisting department heads as required, including passing on any names of unsuccessful cast members expressing interest in backstage roles, and running lines/prompting at rehearsals
- Setting up and moderating cast and crew secret Facebook groups, ensuring Committee members are included
- Acting as Chief Warden in emergency situations at rehearsals
- Coordinating a detailed handover with the Stage Manager in preparation for bump-in to the theatre, including but not limited to: current cast list, full production team, contact details, etc.
- In collaboration with the Stage Manager, ensuring all assistance required is organised for bump in and bump out, including but not limited to, cast and crew assistance, truck hire, Eclipse schedule etc.
- Ensuring all materials are collected and returned to the relevant Rights Holders on closing of the production
- Assist the Treasurer in ensuring honorarium forms are issued to the Artistic Team and Orchestra, and the organization of gifts as required
- In the event of a dispute with the artistic team which cannot be resolved, the issue is to be raised by the Production Manager with the Committee. The Committee will then attempt a mediation session with the Artistic Team to resolve. If the Committee deems the Director's vision not unreasonable, then the Director's decision will stand.
- While the Committee endorses that the Director has the final say in regards to the Artistic Vision of a production, if the 'choice' is deemed unreasonable – ie: is deemed an unsafe decision and/or goes against Queanbeyan Players Inc.'s Policy and Procedures and/or Code of Conduct, the Committee reserves the right to veto the Director.

I, _____, agree to abide by and meet the requirements of

this role statement in my capacity of Production Manager of _____

Signature: _____ Date: _____

Signed by Queanbeyan Players' representative:

Name: _____ Office: _____

Signature: _____ Date: _____