

COMPOSITION, DUTIES, & PROCEDURES
for
Theatre Advisory Board – Knox College Department of Theatre

Revised May 2012; subject to further revision.

The Theatre Advisory Board (TAB) is a group of students convened by the Department of Theatre to serve as a liaison between the Faculty and the students. TAB's primary role involves the operation of Studio Theatre—making recommendations to the faculty on student petitions to direct in Studio, and coordinating the rehearsal and production process in collaboration with the Faculty. In addition, TAB will at times be expected to work with the Faculty on other departmental activities, including Faculty-directed main stage productions, and to confer with the Faculty regarding any issues that may arise within the department.

The Faculty is charged by the College with the educational mission of Harbach and Studio Theatres; and the primary function of both theatre spaces is as the academic laboratories in which students—with varying degrees of Faculty guidance—put into practice the theories and concepts explored in the classroom. The Faculty determines when Studio Theatre will and will not be available for student-directed work in each given term. TAB's role in the department is advisory, and the Faculty determines the scope of TAB's charge. The Faculty welcomes the input of TAB on the operation of the general co-curriculum and may from time to time seek the advice of TAB on departmental matters not strictly in their purview.

This document lays out the composition, duties, and procedures of the Theatre Advisory Board.

Composition:

The Faculty decides how many student officers will serve on TAB, and in what capacities. Currently those positions and their responsibilities are as follows:

TAB (as a collective)

- Will meet every other week in order to check-in with all members, discuss new ideas/questions/concerns, as well as hear any student requests and/or inquiries.
- Will as individuals maintain their responsibilities according to their appointed position.
- Will hold a meeting at the beginning of each term (to be greatly publicized to the theatre-concerned student body) where new ideas concerning Studio Theatre and the department may be discussed. TAB will come prepared with ideas to present, as well as encourage the students to share their own ideas. If ideas brought to the table seem viable, it will then be TAB's job to advocate for and facilitate those changes, following discussion with and approval by the Faculty.

- Will maintain the professionalism of the department when performing their duties and responsibilities, always keeping the department's best interests in mind, while at the same time acting as the liaison to and representatives of the student body.

Production Manager

- Is responsible for primary communication between TAB and the department, including but not limited to the departmental secretary, chair, and the Faculty.
- After each meeting is responsible for emailing the department chair with any and all necessary updates/questions/concerns, and scheduling a meeting with the Faculty if needed.
- Organizes and holds the directors meeting at the end of each term for the upcoming Studio Theatre season. At the meeting, is in charge of conveying to new directors all pertinent information, including procedures for reserving rehearsal space and the use of departmental resources. Will also review director contracts and have them signed.
- Attends the first company meeting of all studio productions to hand out/go over actor/designer contracts, and communicate their role as a resource.
- Is the administrator for the theatre distribution list.
- Sends out the email for and is in charge of collecting all Studio Theatre petitions. Petitions should be physically collected from the drop-off basket in the theatre office, as well as through email. Before the meeting to discuss petitions, the PM will need to ensure that each member of TAB, as well as the Faculty, has been emailed every petition. The call for petitions is to go out during the **3rd week** of each term. Petitions will be collected during the **6th week**, and decisions will be made by the **8th week**, allowing for petitions to be revised if necessary/requested.
- Is responsible for receiving and reviewing weekly rehearsal reports from all studio shows, and providing assistance/feedback when necessary.
- Organizes the Studio Post-Mortem. This is a discussion of the Studio season held at the end of each term in which TAB and the Faculty get feedback from those involved, as well as discuss and concerns/issues that might have arisen during the term.
- Will take note of any policy changes that are needed regarding Studio Theatre/TAB and will be in charge of discussing these with TAB, an ad-hoc committee, or the Faculty as necessary.

Public Relations

- Oversees the design, printing, and distribution of the single, studio season poster each term.
- Gives the directors a program template, which then the directors will use to enter all production information and return to PR person for revision and printing.
- Assists directors in setting deadlines for all aspects of publicity and gives them resources for things such as poster design. Failure to attend to PR details on the part of a given studio production is not the responsibility of the PR person.
- Maintains the Facebook & Twitter pages/streams as they relate to Studio Theatre
- Finds out if dress rehearsals are open to prospective students.

- Updates the Theatre board in Seymour as it relates to Studio Theatre. This includes but is not necessarily limited to the creation of a show board the week of each show.
- Posts dates and times with synopses of Studio productions onto the college website.
- Ensures that TKS contacts the directors at least a week before each production. Also requests photographs of the show/dress rehearsal from TKS be shared with this person.
- Gets rehearsal pictures to post on Facebook & Twitter for publicity and the encouragement of general “hype.”
- Submits a press release to local media and nearby schools describing the studio season according to college protocols.
- Finds out information regarding any rules about font/poster regulations for each show, specifically regarding any contracts made with the publisher.
- Establishes ad hoc committees as he/she sees fit to carry out any of these duties.

House Manager

- Finds a house manager for all studio and main stage shows, or takes on that duty her/himself.
- If not the house manager, trains and ensures the new house manager is aware of their duties (including fire safety, location of first-aid kits, location of fire extinguishers, evacuation procedures, etc.).
- Gathers ushers for every Studio and main stage performance (works with directors and other house managers to accomplish this).
- Attends at least one dress rehearsal to implement their duties.
- Completes the HM checklist for every performance and fills out a HM Report, which is then sent to the Faculty, the production team, and TAB.

Technical Director

- Organizes and runs all Studio load-ins, changeovers, and strikes.
- Sends out reminder emails for upcoming load-ins.
- Attends the season post-mortem meetings, as well as production meetings upon request.
- Attends the mandatory Directors Meeting (scheduling of auditions and rehearsals, the approval of designs and the signing of contracts.)
- Finds “make up” time for those who did not attend a required load in/out/changeover, etc.
- Serves as primary TAB contact for student designers regarding any technical concerns.

Events Coordinator

- Plans and facilitates all TAB/Department-sponsored social events throughout the year including:
 - Fall Open House
 - Carnival of Clubs
 - Winter Social

- End-of-the-Year Picnic
- Oversees the formation of Ad Hoc committees for the planning of any and all of these events.

Playwrights Workshop Coordinator

- Sets date of PW with TAB.
- Sets up/runs/publicizes the auditions and assists directors with casting.
- Sets up/runs/publicizes performances.
- Runs the post-show discussions/critiques for each play.
- Is in charge of connecting playwrights with actors/directors.
- Sets up/runs Actors' Workshop.
- Sets date of AW Showcase with TAB.
- Sets up/runs/publicizes AW Showcase