

Imagine Productions of Columbus, Inc

Policy and Procedural Handbook

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www.imaginecolumbus.com

Performance Space:
Wall Street Night Club
144 North Wall Street
Columbus, Ohio 43215

Approved by Executive Board May 2012

WELCOME

This handbook is meant to be used as a guide to people who are involved in Imagine Productions of Columbus, Inc, whether you are a member of the Executive Board, the Executive Staff, or the Production Staff. This is a work in progress that will be updated each season as we modify our operations, procedures, and policies.

MISSION STATEMENT

Imagine Productions of Columbus is a non-profit community theatrical troupe committed to entertaining and educating community stakeholders in the Columbus Metro area through performing arts. We believe in inclusiveness, openness, and tolerance, and recognize that empowerment and growth occurs with audiences and performers, alike. Our mission is to provide entertaining productions, give opportunities for personal growth, give back and support the community around us. Our performers are from all walks of life, are typically non-professional, and seek to better themselves and others through their artistic craft.

BYLAWS OF IMAGINE PRODUCTIONS OF COLUMBUS, INC

Article I – Name

The name of this corporation shall be that which is stated in the Articles of Incorporation, namely “Imagine Productions of Columbus, Inc.,” an Ohio domestic, non-profit corporation, hereinafter sometimes referred to as the “corporation” or the “organization.”

Article II – Purpose

The purposes of the corporation shall be those set forth in the Articles of Incorporation.

Article III – Membership

Section 1 – Active Membership

The active membership of the corporation shall consist of those persons actively participating in one or more productions of the corporation from June 1 – May 31 of each year. Active members have full voting privileges at membership meetings, and such other privileges as the Executive Board shall from time-to-time determine.

Section 2 – Inactive Membership

Inactive members shall be those persons who have formerly been active members, but who have not participated in any activities of the corporation for at least one year calculated from June 1 – May 31. Inactive members may attend meetings of the membership, but shall not have voting privileges. The Executive Board shall determine any other rights and privileges of inactive members.

Section 3 – Other Classes of Membership

The Executive Board may provide for honorary members, associate members, honorary officers, or any other classes of membership it determines to be appropriate. The Executive Board shall determine the rights and privileges of these additional classes of membership, if any.

Section 4 – Membership Roll

The Secretary, under the direction of the Executive Board, will maintain the official membership roster of the corporation.

Section 5 – Membership Agreement to Bylaws & Policies

All active members of the corporation, by virtue of their active membership, shall agree to abide by, support, and uphold the articles of incorporation, these bylaws, and any policies and procedures adopted by the corporation or its Executive Board. The Executive Board shall establish policies to discipline members (including permanent expulsion from membership) who do not abide by

this section, or whose actions defame the good name and reputation of the corporation.

Article IV – Membership Meetings

Section 1 – Annual Meeting

There shall be an annual meeting of the membership of the corporation for the purpose of electing members of the Executive Board, and for any other lawful business that may come before the membership. This meeting shall take place during the month of May, at a date, time, and place as determined by the Executive Board. The Executive Board shall determine the manner of holding the annual meeting, and determine the procedures for conducting it.

Section 2 – Special Meetings

A special meeting of the membership may be called by the Executive Board, which shall also determine its time and location. No business may be conducted at a special meeting that was not included in the call for that meeting.

Section 3 – Notice

Notice of any annual or special meeting shall be provided to each active member not less than ten days prior to the meeting, in a manner or manners determined by the Executive Board.

Section 4 – Quorum

A quorum for meetings of the membership shall consist of ten active members of the corporation.

Article V – Executive Board

Section 1 – Composition

The corporation shall be governed by an Executive Board which will consist of at least six, but not greater than ten members. The initial Executive Board will consist of six members. An additional board member (up to the maximum) shall be elected at the annual meeting in any year in which the membership of the corporation exceeds one hundred members, and thereafter at a ratio of one additional board member for each one hundred additional members. This shall be determined by examining the membership roll on April 15 of each year.

Section 2 – Powers and Duties

The Executive Board shall have general authority over the corporation, shall set meeting dates, establish committees, and shall have such authority as would normally devolve on such governing boards as determined by the laws of the State of Ohio, and as contained in the parliamentary authority.

Section 3 – Policies

The Executive Board shall establish policies to govern the corporation, and provide for its effective administration. All such policies shall be binding upon all members and officers as a condition of membership. Officers may give advisory

opinions, and the like, concerning any topic within the scope of their office, but these opinions are not, by themselves, binding upon the corporation or the officer(s). The Executive Board is the only instrument of the society that may make, and rule upon, official policy.

Section 4 – Meetings

The Executive Board shall meet not less than quarterly, at a time and place that it shall determine. Special meetings may be called by the President, Vice-President, or by any three board members.

Section 5 – Elections & Terms

Election of board members will take place at the annual meeting. Board members shall serve three-year terms, and are eligible to be re-elected. Terms of board members shall be staggered, and the Executive Board shall determine the process for staggering the terms of its members. Board members elected at the annual meeting shall begin immediately serving as non-voting members of the board, and shall officially take office on August 1 of each year.

Section 6 – Quorum

A quorum for meetings of the Executive Board shall consist of a majority of the members of the board.

Section 7 – Notice

Notice of each meeting of the Executive Board shall be provided to each member no less than one day in advance of said meeting, unless this requirement is waived by all members of the board.

Section 8 – Resignation, Termination, & Absences

A resignation as a member of the Executive Board must be in writing, and shall be delivered to the Secretary, who shall present it to the Executive Board for action. Any board member who has three or more unexcused absences for board meetings during the course of a year may be removed from the board by a majority of the remaining members. A board member may be removed from office for other reasons by a 2/3 vote of the remaining board members.

Section 9 – Vacancies

Whenever there is a vacancy on the Executive Board, the remaining board members shall appoint an active member to serve the remainder of the term according to such procedure as it shall adopt.

Article VI – Elected Officers

Section 1 – Officers and Elections

The elected officers of the corporation shall be a President, Vice-President, Secretary, and Treasurer. Officers shall be elected from the members and

members-elect of the Executive Board, and shall take office on August 1 of each year to serve a one year term.

Section 2 – President

The President shall be the chief executive officer of the corporation. He/She shall preside at all meetings of the membership and of the Executive Board. He/She shall appoint and dismiss all standing and special committees, subject to the regulation of the Executive Board; cooperate with all committee chairs and see to the timely reporting of committees; be an ex-officio member of all committees; have general oversight of all officers and activities of the corporation; and provide for the general welfare of the corporation. He/She shall perform such other duties as may be assigned by the Executive Board.

Section 3 – Vice-President

The Vice-President shall assume the duties of the president in the event of the latter's absence, disability, etc. He/She shall perform such duties as are normally incident to the office, and such other duties as shall be assigned by the President or the Executive Board.

Section 4 – Secretary

The Secretary shall have custody of, and maintain, the general records of the corporation; attendance, committee appointments, elections, and contact information of members; be responsible for the effective communication of all meetings to the membership and the Executive Board; taking minutes at all meetings; distributing agendas; and performing such other duties as shall be assigned by the President or the Executive Board.

Section 5 – Treasurer

The Treasurer shall be the chief financial officer of the corporation. He/She shall receive, and have custody of, all monies and securities of the corporation, and shall deposit the same in such financial institutions as are determined by the Executive Board. He/she shall have oversight of all monies of the corporation; shall pay all bills and other items as necessary; sign all checks and vouchers for money; keep and maintain the general records of receipts and disbursement, in accordance with the financial policies of the corporation adopted by the Executive Board; and perform such other duties as may be assigned by the President or the Executive Board.

Section 6 – Vacancies

In the event of a vacancy in the office of President, the Vice-President shall become president. In the event of a vacancy in any other elected office, the Executive Board shall cause the vacancy to be filled from its membership.

Article VII – Appointed Officers

The Executive Board shall have the right to create appointed officer positions (including an Executive Director), define their duties, appoint and dismiss these

officers, and provide for the regulation of these positions. Appointed officers may be unpaid or be paid employees of the corporation, as the Executive Board shall determine, and may be ex-officio non-voting members of the Executive Board, as the board shall direct.

Article VIII – Committees

The Executive Board may create such standing and special committees as it determines necessary, define their duties, and regulate their functions.

Article IX – Fiscal Year

The fiscal year of the organization shall commence on the 1st day of August and end on the 31st day of July of each year.

Article X – Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the corporation in all cases in which they are applicable, and in which they are not inconsistent with these bylaws, corporation policies, or any special rules the corporation may adopt.

Article XI – Dissolution

The corporation may be dissolved according to the laws of the State of Ohio. In the event of a dissolution, the procedures set forth in the Articles of Incorporation shall be followed.

Article XII – Amendments

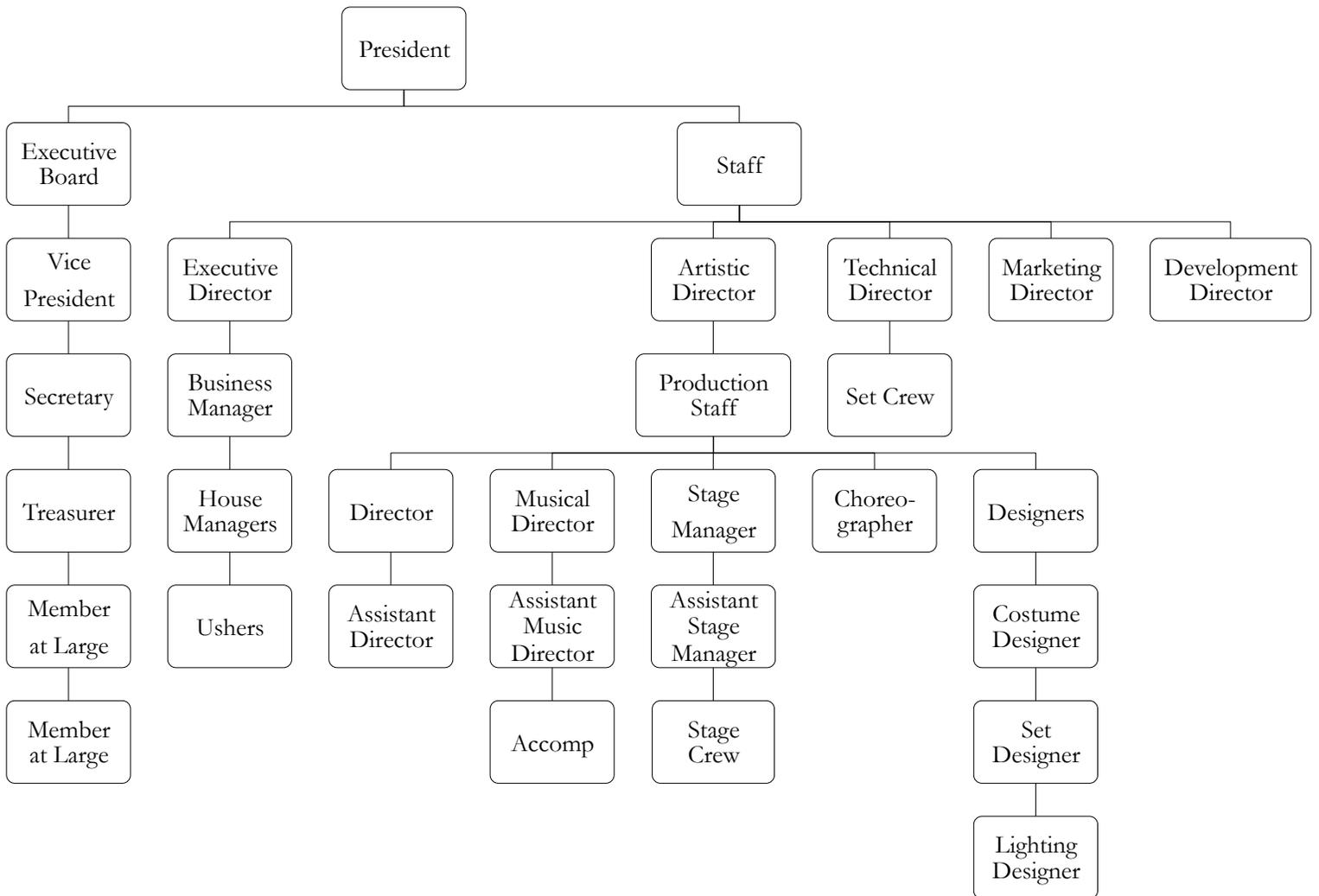
Section 1 – Subordination

These bylaws shall be subordinate to the Constitution and laws of the State of Ohio.

Section 2 – Amendment Procedure

These bylaws, or the Articles of Incorporation, may be amended at any meeting of the membership of the corporation, at which a quorum is present, by a two-thirds vote of the active members present and voting, provided that notice of such amendment has been given at least one week prior to the voting on such amendment. The Executive Board shall have the right to provide recommendations to the membership prior to the voting on any amendment.

ORGANIZATIONAL STRUCTURE



STATEMENT OF PRINCIPLES

The following list of is a statement of principles and practices established by the Imagine Productions Executive Board.

1. Imagine Productions believes in having high quality and fun productions, respecting individuals of their time and talents. We promote the fostering of strong friendships in the theatre, and are committed to recognizing each individual's right to respect. We discourage any behavior which is demeaning or hurtful.
2. We are always seeking continuous improvement individually and as an organization. We will utilize tools to give constructive criticism in auditions and in internal reviews.
3. Imagine Productions believes show auditions should be free, fair, and respectful, with no pre-casting. All participants will be given feedback in a timely manner. We promote integration and diversity in our membership.
4. All shows will be safe and all technical and special effects will operated by trained individuals.
5. All Imagine Productions Board members, directors, and production staff members will observe professional behavior at all times. We insist on this behavior with the individual cast member, and we pledge to model this behavior as leaders.
6. Imagine Productions is a collaborative partner in the Columbus metro area, and will not be expansionist or competitive with other theatrical companies.
7. Imagine Productions will, whenever possible, govern utilizing fact and data and base decisions on sound research.
8. Imagine Productions will observe a policy of open governance. Board meetings will be open to membership participation and announced in advance. Ethical operations will be conducted in transparency. Budgets will be approved and ratified by the membership. Officer elections will be facilitated by a non-biased committee.
9. Imagine Productions will conduct all business in an ethical manner and will follow all national, state, and local municipal laws. Licensing will be secured for all shows at the outset.
10. Imagine Productions Board members will, to the best of their ability, represent the needs and desires of the active membership, and place their consideration ahead of any personal bias. Further, the Imagine Productions Board members will observe a strict conflict of interest protocol and as individuals may not benefit either financially or personally because of this role.

EXECUTIVE BOARD

Members who are elected to the Executive Board (process identified in Bylaws) wish to be involved in the governance of Imagine Productions of Columbus, Inc and are expected to contribute with time and talent to the overall management of the company. The Executive Board manages the general operations of the company and delegates individual production and day-to-day responsibilities to the Executive Staff. There are currently no fiduciary responsibilities for board members, however, the financial security of the company ultimately falls to the board.

Roles and Responsibilities

President

- Shall be the chief executive officer of the corporation
- Attends all Executive Board meetings and production related meetings, as needed
- Presides at all meetings of the membership and of the Executive Board.
- Appoints and dismisses all standing and special committees, subject to the regulation of the Executive Board
- Cooperates with all committee chairs and sees to the timely reporting of committees
- Acts as ex-officio member of all committees
- Oversees all officers and activities of the corporation
- Provides for the general welfare of the corporation
- Distributes proposed agendas prior to each board meeting
- Performs such other duties as may be assigned by the Executive Board
- Possesses voting privileges

Vice President

- Assumes ALL duties of the president in the event of the latter's absence, disability, etc.
- Attends all Executive Board meetings and production related meetings, as needed
- Performs such duties as are normally incident to the office
- Performs other duties as assigned by the President or the Executive Board
- Possesses voting privileges

Secretary

- Holds custody of, and maintains, the general records of the corporation to include attendance, committee appointments, elections, and membership contact information
- Attends all Executive Board meetings and production related meetings, as needed
- Disseminates written communication from all meetings to the membership and the Executive Board

- Takes minutes at all meetings and distributes said documentation post meeting
- Performs such other duties as shall be assigned by the President or the Executive Board
- Possesses voting privileges

Treasurer

- Operates as the chief financial officer of the corporation
- Attends all Executive Board meetings and production related meetings, as needed
- Receives, maintains custody of, and oversees all monies and securities of the corporation, depositing them in such financial institutions as are determine by the Executive Board.
- Pays all bills and other items as necessary, and signs all checks and vouchers for money
- Maintains the general records of receipts and disbursement in accordance with the financial policies of the corporation adopted by the Executive Board
- Performs such other duties as may be assigned by the President or the Executive Board
- Possesses voting privileges

Member at Large

- Attends all Executive Board meetings and production related meetings, as needed
- Acts as primary contact with Imagine Production's membership base, maintaining the Imagine Productions Membership Facebook page as a primary resource for the dissemination of information with and communication to Imagine's membership base.
- Participates in production and non-production related events in various capacities.
- Possesses voting privileges

EXECUTIVE STAFF

Individuals are appointed into Executive Staff positions by the Executive Board to carry out the day-to-day tasks of the company including management of business operations, marketing, and productions. Executive staff manage other volunteer staff in their respective areas and work together as a team to make decisions regarding production-level tasks for the company.

Roles and Responsibilities

Artistic Director

- Supervises the Production Directors, Show Advisory Committee, Director's Cabinet, and any other artistic staff
- Maintains and updates production staff job descriptions as needed
- Determines the course of the theatre, working with the Staff and Executive Board to implement programs, oversee the day-to-day management of artistic staff, and manage the production selection process
- Oversees the selection of directors and designers and supervises all the creative elements necessary for each production
- Presides over the audition process for each production
- Assesses and assures the proper progression of production staff members into positions of increasing responsibility
- Adheres to the Statement of Principles, as laid out by the Executive Board
- Continues to add to the design of the Business Plan, as mapped out by the Executive Board
- Works with the Executive, Marketing and Technical Directors in a team approach to the ongoing operations of Imagine Productions
- Attends all Executive Board meetings and production related meetings, as needed
- Schedules facilities for rehearsals, performances and events (in partnership with the Executive Director)
- Ensures the artistic integrity of the company and that productions adhere to the mission statement and goals of the Executive Board

Executive Director

- Supervises Business Manager and House Management staff
- Maintains efficient and effective internal/external relations, resolving any interpersonal conflicts
- Maintains all records, archives, data collection, donor contacts, potential sponsors, inventory of receipts, cast database, historical data and membership contact information
- Holds check writing and contract writing/negotiating privileges
- Maintains Imagine Productions' Internal and External Websites (may be delegated to others)
- Adheres to the Statement of Principles, as laid out by the Executive Board

- Attends all Executive Board meetings and production related meetings, as needed
- Continues to add to the design of the Business Plan, as mapped out by the Executive Board
- Works with the Artistic, Marketing, and Technical Directors in a team approach to the ongoing operations of Imagine Productions
- Schedules facilities for rehearsals, performances and events (in partnership with the Artistic Director)
- Develops the annual budget, provides monthly financial reports and forecasting, manages cash flow, capital spending and expenditures
- Coordinates long-range and annual planning in collaboration with the Artistic Director and Executive Board
- Acts as the representative and advocate for the theatre with government agencies, insurance companies, community and local business groups and arts organizations

Technical Director

- Attends all Executive Board meetings and production related meetings, as needed
- Collaborates with the Set Designer to ensure the set design is compatible with the parameters, capabilities, and limits of the performance space.
- Coordinates set construction with Scene Designer and Stage Manager
- Operates/maintains/supervises/safeguards the equipment and technical assets of the performance space
- Determines the necessary technical supports such as lighting, sound, staging, and special needs necessary for events and performances
- Advises Production/Administrative Staff on the technical specifications, costs and usage of technical equipment required for the individual production, and supervises the implementations of approved technical designs.
- Assists in recruiting, training and assignment of technical staff for individual productions.
- Monitors the condition of Imagine owned equipment including sound, rigging, construction equipment, and all materials currently in or intended for storage
- Arranges for the repair and replacement of equipment within budgetary constraints, performing ongoing preventive maintenance
- Has final word on all technical matters, and is responsible for tech set up and tear down of each production in coordination with the Stage Manager
- Assists with the preparation and control of technical production budgets; maintains inventory and orders specialized supplies.
- Makes recommendations to the Executive Board regarding capital purchases of technical equipment

Marketing Director

- Manages the promotion of productions, services and the public image of Imagine Productions

- Researches the attitudes and opinions of the public as it relates to Imagine Productions and its offerings
- Writes, edits, and produces newsletters, brochures, direct marketing pieces, and other printed material
- Creates and determines publicity/press relations plans to generate consistent, increasing awareness of the company in the media, and supports any overall marketing initiatives
- Identifies the most important audiences, decides what to communicate to them, and the best media to use
- Cultivates and maintains media contacts in order to generate relevant stories, interviews and other media coverage
- Writes and distributes news releases, articles, calendar listings, and public service announcements (PSA's), ensuring consistency and accuracy
- Fields and/or responds to media inquiries generated by those releases, or regarding a specific production or event
- Coordinates and oversees photo sessions for public relations and marketing purposes
- Coordinates handling of reviewers including contacting them, securing comp tickets, and compiling press packets
- Oversees the archiving of all press clippings, video clips, radio tapes and photo library (in coordination with the Executive Director)
- Supervises graphic design staff for creation of production marketing material, production programs, and other online graphics.
- Maintains and updates the company's website, Facebook page or any other social media (may be delegated to others)
- Supervises brand management, advertisement, marketing and graphic design/logos (can be outsourced)
- Adheres to the Statement of Principles, as laid out by the Executive Board
- Continues to add to the design of the Business Plan, as mapped out by the Executive Board
- Works with the Artistic, Executive, and Technical Directors in a team approach to the ongoing operations of Imagine Productions
- Attends all Executive Board meetings and production related meetings, as needed

Development Director [in progress]

- Represents Imagine Productions in promotional events
- Supervises all aspects of Public Relations pertaining to Imagine Productions
- Provides leadership for and actively participates in fundraising activities, donor development, grant-seeking and grant reporting
- Gains awareness and positive image for the company and its offerings
- Assumes the daily tasks involved in fundraising such as the identification of funding sources and the preparation of grant proposals
- Identifies possible sources for grant monies, and researches/writes proposals for these funds

- Organizes fundraising events and parties and often works with volunteers from Imagine Production's membership community
- Concentrates on increasing the potential of earned income (money from ticket sales)
- Identifies and develops new audiences, devising ways to get these audiences into the theatre
- Develops and manages subscription campaigns
- Devises and implements creative ways and new strategies for increasing the theater's audience over the long term

Business Manager [in progress]

- Acts as primary contact for Production in any business related matters
- Receives all production receipts from all production staff, coordinating any reimbursements with the Treasurer or Executive Director and disseminating them to said individuals.

PRODUCTION STAFF

The Artistic Director, in coordination with the Executive Board and Staff, selects and appoints staff to create, design, and manage each production for the company. Production Staff should possess skill in creativity, leadership, and initiative in addition to experience with theatrical productions, or possess interest and passion in gaining this experience through working as an assistant to a production staff member.

Director

- Reports to the Artistic Director on creative matters and the Business Manager on business related matters
- Attends and leads show-specific Production Meetings
- Takes the author's work and transforms it into a stage production, interpreting it through staging and character development
- Performs a detailed study and analysis of the script to be produced, developing an individual vision of the playwright's intentions
- Studies the characters in the script as preparation for casting
- Meets with Artistic Director for pre-production concept meeting
- Collaborates with the set, costume, lighting, and sound designers in order to present an integrated production that reflects his/her vision of the author's words, parlaying any notes made on the technical needs in the script to the aforementioned designers
- Consults with Lighting Designer in the overall design and placement of lighting needs/cues
- Makes the final casting decisions and tasked with assembling designers and construction crew to work on the production
- Sets the tone for rehearsal and effectively communicates the vision of the show to the cast and crew, guiding the actor in their work during rehearsals
- Understands how to take diverse individuals and inspire them to work together as a high performing team
- Develops a rehearsal schedule and coordinates securing rehearsal space with Artistic Director; continually updating the schedule and submitting it to the Stage Manager
- Determines blocking and shares all blocking information with the Assistant Director.
- Approves Costume Design – as put forth by the Costumer – in accordance with his/her artistic vision
- Works with Choreographer with selection of musical numbers and/or scenes in which choreography will be needed
- Determines set cues with the Stage Manager during the blocking phase of production; builds this into actor's blocking as early as possible (Can be delegated to Asst. Director)
- May attend all performances in order to maintain quality of production, supervising post-opening polishing rehearsals as needed

Assistant Director

- Reports to the Director
- Attends show-specific Production Meetings
- Participates in production casting at the Director's discretion
- Determines the microphone plot (who needs a microphone and during which scenes) and disseminates information to the Stage Manager.
- Assists in polishing the blocking as set forth by the Director
- Supervises polishing rehearsals and/or any aspect of the production (i.e. rehearsals) as delegated by the Director if/when circumstances necessitate the Director focus on other matters
- Provide cast with biography guidelines and obtain biographies on or before specified deadline, to be proofread and edited by the Director of Marketing
- Works in tandem with the Stage Manager on the following responsibilities:
 - Maintains attendance records
 - Contacts cast members not present at or 5 minutes past the start of rehearsal
 - Leads/supervises rehearsals in an efficient and timely manner
 - Acquisition of properties as put forth by Set Designer and Director, during the initial weeks of production; charged with gathering, distributing, and returning all props.
 - (all items appearing on the stage other than the scenery, such as furniture, draperies, decorations, consumables, handled objects that complete/compliment the set design)
 - Keeps the Designers informed of meetings, schedules, and relays all changes the Director might make that affect the Designers' work.
 - At close of show, checks in properties, returns borrowed pieces, prepares IP pieces for storage.
 - Maintains properties budget records; submits final receipts to Business Manager by final dress.

Musical Director

- Reports directly to Artistic Director
- Reports directly to Business Manager on business related matters.
- Attends show-specific Production Meetings
- Participates in production casting.
- Coordinates action, voice, and instruments during performance
- Determines whether the production will have live or pre-recorded accompaniment
- Acquisition of instrumentalists based on orchestration needs and allocated instrumental budget (live accompaniment)
- Acquisition/creation of instrumental performance tracks (pre-recorded accompaniment).
- During rehearsals, leads vocal warm-ups, teaches all vocal music to cast members and supervises all music rehearsals
- Be prepared to run rehearsal solely at Director's discretion, and schedules additional rehearsals, as needed.

- Supervises Sitz Probe with cast and instrumental ensemble
- Conducts instrumental ensemble or delegates to a conductor

Accompanist

- Reports directly to the Musical Director
- Accompanies dancers and singers during rehearsal period and performances
- Knows the score well, can work in place of the Musical Director for teaching vocal parts, works with the production starting at the first rehearsal
- Takes on additional responsibilities as delegated by the Musical Director
- Can act as Assistant Musical Director

Stage Manager

- Reports to Director
- Attends show-specific Production Meetings
- Leading executive in charge of the form and discipline of the rehearsals and performances, accepting responsibility for the smooth running of rehearsals and performances with the cast answering directly to him/her during rehearsal/production period.
- Maintains awareness of all the creative elements of the show, being able to communicate them easily and effectively to all affected parties, while not contributing opinions about any of them, unless specifically solicited
- Responsible for resolving conflicts between the Director's artistic vision and individual Designer's ideas, as well as ensuring that all parties are communicating effectively.
- Maintains pre-production/rehearsal/performance paperwork based on standardized templates available on Imagine's administrative website:
 - Master Action Plot
 - Character/Scene Breakdown
 - Microphone Plot
 - Daily Call Report
 - Rehearsal Report
 - Performance Report
 - Shift Plot
 - Prop Tracking Lists
- Creates Stage Management Prompt book containing production script, all blocking notation, numbered light cues, set/costume/lighting/sound/SFX design documentation
- Principal point of communication in a production to include line notes to actors, blocking notes to designers, performance notes to producers, etc
- Collaborates with the director in the scheduling of all rehearsals and makes sure everyone involved is notified of rehearsal times, meetings, fittings, coaching sessions, etc.
- Assembles and trains Stage Crew, designating the capacity in which they participate during rehearsal/performance process

- Runs each performances; responsibilities to include calling cast to places, transmitting all cues to the technicians who lead any scene shifts/light cue changes, etc.
- Participates in the transfer of set pieces into performance space.
- Delegates to Stage Crew specific duties to include:
 - Preparing the stage for performance
 - Ensure actor's entrances/exits
 - Prop tracking
 - Scene shifts, wardrobe changes, technical effects
 - Facilitate communication between the stage manager and actors
 - Ensuring safety.
- Makes sure production elements (lights, sets, sound equipment) are functional prior to each performance.
- Checks all set/prop/costume/effects pre-sets in accordance with production lists created during rehearsal process.
- Works in tandem with the Front of House Manager in determining show start times, bearing in mind any patron backlog or late arrivals.
- Maintains any post-opening production expenses; ongoing receipt(s) submission to Business Manager.
- Works in tandem with the Assistant Director on the following responsibilities:
 - Maintains attendance records
 - Contacts cast members not present at or 5 minutes past the start of rehearsal.
 - Leads/supervises rehearsals in an efficient and timely manner.
 - Acquisition of properties as put forth by Set Designer and Director, during the initial weeks of production; charged with gathering, distributing, and returning of all props.
 - (all items appearing on the stage other than the scenery, such as furniture, draperies, decorations, consumables, handled objects that complete/compliment the set design)
 - Maintains properties during rehearsal/performance period (repairs, cleaning, etc.)
 - Keeps the Designers informed of meetings, schedules, and relays all changes the Director might make that affect the Designers' work.
 - Makes sure production elements (lights, sets, sound equipment) are functional prior to each performance.
 - Checks all set/prop/costume/effects pre-sets in accordance with production lists created during rehearsal process.
 - At close of show, checks in properties, returns borrowed pieces, prepares IP pieces for storage.
 - Maintains properties budget records; submits final receipts to Business Manager by final dress.

Assistant Stage Manager

- Makes sure production elements (lights, sets, sound equipment) are functional prior to each performance.

- Checks all set/prop/costume/effects pre-sets in accordance with production lists created during rehearsal process.
- Maintains properties during rehearsal/performance period (repairs, cleaning, etc.)
- overseeing any/all set shifts, lighting/sound/SFX cues during performance

Choreographer

- Reports directly to the Director
- Attends show-specific Production Meetings
- Participates in production casting
- Works with the Director in the selection of musical numbers and/or scenes in which choreography will be needed.
- Conducts Dance portion of Auditions if/when necessary
- Appoints either a Dance Captain or an Asst. Choreographer, if needed
- Supervises/Leads choreography rehearsals
- Teaches all choreography and/or delegates responsibility to Dance Captain or Asst. Choreographer.
- Periodically attends rehearsals to assure choreography is appropriately learned and performance ready (can be delegated to Asst. Choreographer)

Costume Designer

- Reports to the Director on creative matters and the Business Manager on any business related matters
- Attends show-specific Production Meetings
- Determines costume design in accordance with the Director's artistic vision
- Creates and provides the Creative and Administrative staff the following visual aids to help communicate the design:
 - Pre-production costume plot
 - Sketches and/or visual imagery exemplifying designer's costume ideas
- Oversees the acquisition and/or construction of all costumes, accessories, and/or clothing related items
- Takes cast measurements at first rehearsal or during auditions, as decided by Director
- Assigns and distributes costumes to cast members, meeting with cast members individually to discuss any contribution of personal costumes
- Assists cast with dressing and wardrobe changes during shows, hair and makeup as needed (can be delegated to a wardrobe crew)
- Maintains costume budget records; submits final receipts to Business Manager by final dress.
- Maintains costumes during rehearsal/performance period (repairs, cleaning, etc)
- At close of show, checks in costumes, returns borrowed pieces, prepares IP pieces for storage.

Set Designer

- Reports to the Director on creative matters and the Business Manager on business related matters
- Attends show-specific Production Meetings
- Designs the physical surroundings in which the action will take place (scenery, furniture and props used and/or in view of the audience), in accordance with the Director's artistic vision of the production
- Special Effects (may be delegated to a specialist)
- Determines properties based upon script requirements and pre-production planning
- Creates and provides the Creative and Administrative staff the following visual aids to help communicate the design:
 - A rough sketch of the set in its preliminary phase
 - Floor plans drawn to scale showing the general layout of each set and the placement of the furniture and large props
 - Front elevations giving a view of the elements of the set from the front and showing details like windows or platforms
 - Miniature three-dimensional models showing how each set will look when finished (allocated budget dictates necessity of miniatures).
- Draws out furniture and prop plans for complicated sets that show exactly where the items are to be positioned on stage at the beginning of each scene.
- Collaborates with the Technical Director to ensure the set design is compatible with the parameters, capabilities, and budgetary limits of the performance space.
- Participates in the construction of set, as well as the transfer of the set to the performance space
- Maintains set budget records; submits final receipts to Business Manager

Lighting Designer

- Reports to the Director on creative matters and the Business Manager on business related matters
- Determines lighting design in accordance with the Director's artistic vision and venue capabilities
- Creates effects that can be changed at will to match the mood or action, make the actors and their environs visible to the audience, evoke the appropriate mood, indicate time of day and location, shift emphasis from one stage area to another, reinforce the style of the production, and/or blend the visual elements on stage into a unified whole
- Collaborates with the Set Designer to achieve desired "look" for each production
- Attends one or more rehearsals to get a feel for the blocking
- Creates and provides the Creative and Administrative staff the following visual aids to help communicate the design:
 - A lighting plot: a scale drawing of the stage and set as seen from above showing the planned layout of each lighting fixture to be used
 - An instrument schedule: a chart that lists each lighting instrument separately along with the details of its type

- A cue sheet: a complete list of the various lighting effects the designer has planned for the show and when they occur (collaborative document)
- Utilize the four properties of lighting (i.e. intensity, color, distribution and movement) to create the overall design
- Ensures that all lighting units on the plot are hung in the correct locations, functioning properly, allocating cabling, gels, and other accessories as needed (responsibilities can be shared/delegated to the Technical Director)
- Execute all lighting cues, making sure all lighting aspects runs as the intended (assisted by the Stage Manager's calling of cues)

Sound Engineer/Designer

- Reports to the Director on creative matters and the Business Manager on business related matters
- Attends Organizational Production Meetings (negotiable)
- Runs soundboard during each performance
- Maintains all sound equipment (i.e. wireless body microphones, wireless headsets, etc), managing equipment repairs and/or purchase
- Maintains set budget records; submits final receipts to Business Manager by final dress
- Based on the production's requirements, determines sound design in accordance with the Director's artistic vision and venue capabilities
- Plans and provides the sound effects in the play
- Creates and provides the Creative and Administrative staff the following visual aids to help communicate the design:
 - Sound Plot: A list of all the sound cues, where the sound occurs, script page number and beginning/ending point
 - System layout: document denoting type and location of speakers on stage, on set and in the auditorium. May also include layout of how equipment will be interconnected
 - Cue sheet: A version of the sound plot to be used by the sound technicians who will run the equipment during the performance
- Selects equipment to reproduce the various sound elements required, installing and testing it

Front of House Manager

- Reports to the Director on creative matters and the Business Manager on business related matters
- Maintains distribution lists of usher staff, as needed
- Organizes programs prior to performance with assistance from ushers, coordinates ticket/table sales and runs the box office and seating during performance
- Coordinates with performance space management to solve any facility issues
- Works in tandem with the Stage Manager in determining show start times, bearing in mind any patron backlog or late arrivals