

Role Description – Production Secretary

General Committee Responsibilities

1. Liaise with the Website Manager to ensure the Website is constantly updated with the latest information.
2. In the event of being able to attend a Management Committee meeting, inform the Chairperson of any items for consideration, and check with that person after the meeting for any items that will require attention
3. Regularly attend rehearsals so that current business can be dealt with
4. Make announcements as and when required.
5. At all times act as an Ambassador for the Society.
6. In association with the Marketing and Publicity Officer, canvas potential businesses to receive sponsorship and programme advertising
7. Carry out any other duties, as and when required, which will benefit the Society

Production Secretary Responsibilities

1. Take the minutes of Management Committee meetings
2. Ensure the minutes are checked by the Chairperson and then distributed to all Management Committee members as soon as possible after each meeting
3. Make AGM minutes available to Society members after they have been agreed and signed, i.e. provide copies to individuals on request
4. Check availability of short-listed shows with the licence holders
5. Send meeting invite to any person required to attend meetings who is not a Management Committee member
6. Book rooms for all company rehearsals, orchestra rehearsals, costume call, Society General Meetings and Management Committee meetings after liaison with treasurer to ensure adequate funds and budget
7. Produce and send out, where appropriate, general email notification to the Members using the 'cast@caods.co.uk' email address
 - Rehearsal dates
 - Dressing room allocations
 - Rules of the Theatre
 - Any other important/relevant information
8. Obtain Licence to perform the Show with relevant design artwork approval
9. Order vocal scores and libretti in association with treasurer
10. Distribute vocal scores and libretti obtaining signatures to ensure they are returned in a timely manner
11. Keep a register of attendance of all persons present for all rehearsals and performances, and discuss, with the Management Committee and Creative Team all instances of poor attendance of cast members
12. Maintain working cast lists and other relevant personnel relating to each production
13. Check arrangements (together with the Management Committee members) as soon as possible regarding selection and early booking of the Director, Musical Director, Choreographer, Accompanist, Theatre, Stage Manager, Costume Designer,

- Orchestra, etc. for each Main Production in association with the Creative Team once in place
14. Provide paperwork for Company Auditions, Principal Auditions and any other, including call backs as required
 15. Keep a record of absences due to holidays, sickness, etc., and ensure that the Director, Musical Director and Choreographer are kept informed
 16. Ensure Safeguarding policy and procedures are up to date and publicised to all cast and crew
 17. Check requirements for first aider for rehearsals and production
 18. Ensure adequate Chaperones are in place for rehearsals and production
 19. Ensure Health and Safety procedures are up to date and publicised to all cast and crew

January 2019