



## **POSITION DESCRIPTION: Producer**

**HOURS: Estimated Minimum 100 hours/production**

### **General Accountabilities**

The Producer is responsible for overseeing and managing the logistics of the entire Pine Tree Players (PTP) production. The production team - Producer, Director and Stage Manager - coordinates everyone involved with the production to ensure timelines and other commitments are met. The Producer is responsible for budgets, financial commitments, and approvals.

### **Specific Accountabilities**

#### **Six months before the production goes to stage**

##### **1. Arrange to obtain rights and scripts**

- The rights for the play for the performance dates
- Copies of the script, number to be determined by the Director

##### **2. Meet with Director and Stage Manager**

- Learn the Director's approach for the production
- Develop a timeline for the production schedule
- Develop a budget

##### **3. Meet with PTP Treasurer**

- Confirm billing procedures
- Confirm payment procedures

##### **4. Confirm/recruit production team:**

- Stage Manager
- Lighting & Sound design and tech operators
- Set Designer
- Set Construction
- Set Decoration

- Photographer
- Costume Designer
- Props Coordinator
- Makeup Designer
- Graphics Designer

## **Four months before the production goes to stage**

### **4. Develop a production schedule**

- Set tentative production schedule and budgets for all departments.
- Chair a first production meeting with the Director and Stage Manager to review responsibilities, production schedule and budgets
- Present the production schedule and budget to the PTP Board of Directors for approval
- Schedule regular production meetings to ensure clear communication between departments and update on progress
- Coordinate between departments to ensure tasks are completed according to the production schedule
- Resolve conflicts as they arise

### **5. Arrange for promotion of auditions:**

- Arrange advertising for the auditions on the PTP website, Facebook, twitter and in print with the local newspaper and radio station

## **Two months before the production goes to stage**

### **6. Arrange for promotion of the show:**

- Arrange advertising for the show on the PTP website, Facebook, twitter and in print with the local newspaper and radio station
- Arrange for a poster, program and ticket design that reflects the vision for the production, and get design approval from the Director. Have the posters, programs and tickets printed and distributed by minimum four weeks before Opening Night.

### **7. Arrange for sponsorship and program advertising**

- Contact major sponsors to review agreements;
- Contact advertisers to confirm agreements and get updated artwork

### **8. Complete recruiting with Volunteer Coordinator**

Recruit for all organizational positions for the production;

- Front of House
- Backstage crew
- Green Room Host

## **9. Finalize front-of-house requirements**

- Confirm liquor purchase requirements with front-of-house manager
- Confirm Big Rock sponsorship agreement

## **10. Arrange for selling of tickets**

General entry tickets;

- Confirm continued commitment to sell PTP tickets with these venues;
- ✓ Café Books
- ✓ Eventbrite.ca
- Each day of the production, recruit a volunteer to visit selling venues to pick up the cash collected from tickets sold, a receipt showing the dollar amount sold and any unsold tickets. The volunteer will bring these to the Box Office at the Hall front desk before doors open for the audience

NOTE: Café Books sells tickets by credit or debit card only and sends a cheque to PTP for the amount sold after the Production has closed

### **Complimentary tickets;**

- PTP Board of Directors' policy states that every volunteer will get a chance to see the show, either on the night they volunteer or on the Sponsors and Volunteers Night
- Those that have put in at least 50 hours can get up to 2 free tickets for any performance. These are available on a first come first served basis as there is a maximum of 10 complimentary tickets per performance.
- Advise cast and crew of the PTP Board of Directors' complimentary ticket policy

## **One month before the production**

### **11. Sponsors Night**

Oversee the arrangements for Sponsors Night ensuring that all sponsors receive their invitations (personal delivery is preferred) and all key PTP volunteers are invited.

Provide (2) complimentary tickets to each person on the list below

- PTP Board members
- Producer(s)
- Director(s) & Assistant
- Directors Stage Manager & Assistant SM
- Set Designer
- Set; construction set, decorator, photographer, lights & sound
- Front of House & Assistant
- Box Office
- Wardrobe
- Hair & Makeup
- Props

- Green Room
- Graphic Designer
- Miner's Union Hall Committee

## **12. Wrap Party**

- Arrange for volunteers to book a location for the wrap party and ensure that their budget will cover the food and facility expenses.
- Ensure that 'Volunteer Invitations' go to all departments for distribution.

## **13. Post Production**

- Schedule a post-production meeting from which to write a Production Review.
- Account for all expenses and present the final Budget and Production Review to the Board of Directors.

### **Expense Submission:**

<https://www.jotform.com/pinetreeplayers/expenses>

Submit up to 10 expenses in one form. Please include images of all receipts.