**SWEET PEA COMMITTEE: THEATRE & LITERARY TIMELINE & JOB DESCRIPTION**

**Location:** Lindley Park: The Hollow; Cypress Point; Pavilion

 **Assistance:** 0-1 people to help with stage management during the festival

**Contacts:** Shakespeare in the Parks, theatre groups, booking agencies

**Misc:** Allow two hours for each Shakespeare production, not to be scheduled past 5:00 p.m. Sunday

**Note: Your role is to represent the Sweet Pea Festival and its needs, regardless of any other entity you may be affiliated with or employed by.**

**On-Going:**

* Track the hours you’ve volunteered monthly; keep your own record to submit to the office at yearend or email your hours when requested by the office
* Be an ambassador for the Festival; recruit Festival-time volunteers and potential board member candidates
* Keep Division Coordinator apprised of your progress and include him/her on documents sent to the Exec. Director for review and approval
* Attend Sweet Pea Board meetings
* Review all meeting minutes for accuracy and to keep up with what’s going on if a meeting is missed.
* Provide Exec Director with newsworthy happenings in your committee to post on social media

**November-January:**

* Review the budget as prepared by the Executive Director and Finance Committee; offer input before approval by the Board
* Line up Committee members as needed to share in duties
* If booking Montana Shakespeare in the Parks, contact them ASAP, they provide the Hollow stage as well (Kevin Asselin, see contact info below)
* Recommendation to Board on main performances (usually Shakespeare in the Parks)
* Meet with all Division Committee Chairs to discuss scheduling of all stages so no conflicts

**January-March:**

* Research possible performers/performances & writers
* Coordinate performance times with Music, Dance, and Family Entertainment Committees
* Submit expense estimate budget to Secretary/Treasurer and Division Coordinator before expenditures begin. Watch for the deadline on this to be given by Secretary/Treasurer each year

**March:**

* Research availability of acting/stagecraft/prop building/improve/stage combat workshops
* Have ED review all contracts or “Invitation to Perform” before you sign them

**March-April:**

* Book additional local performances; collect signed contracts (make sure the office has copies of all contracts)
* Coordinate performance needs with Music, Dance, and Family Entertainment Committees as appropriate
* Submit special requests from performers; i.e. additional sound needs, props, equipment etc; (coordinate with Division Coordinator and/or Executive Director and other Perf Arts committees if applicable)
* Meet with Division to review/finalize schedules (MUST be done before May board meeting) ; coordinating with Music so shows on Mainstage don’t drown out Theatre shows in Hollow; using comparable sound levels or staggering performance times
* Make hotel and ground transportation arrangements for main performers, if needed
* Make sure ED has arranged for sound for Pavilion

**May:**

* Submit event information to the Schedule of Events Chairperson by May 15th
* Create performance & seating arrangements in Pavilion for literary – rent or borrow staging if necessary

**June:**

* Arrange for all supplies needed for scheduled workshops
* Line up volunteers to share in stage management duties over Festival weekend

**July:**

* Review all details on mutual needs (i.e. timing, stage, sound, and lighting) with Music and Dance
* Arrange for rehearsal times and requirements, if needed (coordinate with Music and Dance)
* Submit payment information to the Sweet Pea office. Checks will be available for pick-up at the Festival at HQ tent to pay performers
* Work with local performers on how many performer passes they will need and arrange for the passes to be picked up by the local performers (coordinate with Division Coordinator who will contact Admissions)
* Write introduction to be used on all stages (work with all committees) submit to ED for final approval
* Arrange for water for local performers (coordinate with ED who places order with Lehrkind’s)

**August:**

* Coordinate equipment arrivals for main performers provided, if needed with Physical Arrangements
* Cover Hollow Stage after Saturday performances – MUST be done to prevent damage to MSIP stage and to prevent children from playing on it
* Oversee theatre performances, including set-up and dismantling of equipment
* Confirm all shows have Emcee – either you or another volunteer or Exec Board
* Make sure any rental equipment is returned or picked up
* Submit all individuals and business names that assisted or contributed this year to Executive Director for thank you page on website
* Submit feedback on this year’s events – fill out and return evaluation form

**August/September:**

* Submit all invoices to the office as they are received. All receipts/personal reimbursements are due by Oct. 2nd

## Contacts

Shakespeare in the Parks

 Kevin Asselin —MSU, MSIP Phone: 994-1220 Fax: 994-4591

 Soren Kisiel – Spon. Combustibles 522-7623

 Stacy Hostetter – Kaleidoscope YT 587-3642

 Hillary Parker –Verge Theater Co. 587-0737

 Jackie Vick - Intermountain Opera 599-6351

Sound Co. Jerry Mullen—Moon Over Montana 580-1041 (Main Stage)

 Jeremiah Slovarp—Jereco Studios 586-5262 (Side stages)

Staging Cole Yarbrough—Rocky Mtn Rigging 599-2399