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

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

 **Assistance:** 0-1

**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 when possible
* 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, Cypress in particular

**January-March:**

* Research possible performers/performances
* 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:**

* Decide if any workshops are to be offered
* Have Sweet Pea Executive Board and/or Executive Director review all contracts before they are signed

**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
* Secure backup facility (Lindley Park Center, Willson School, etc) for main performances in case of rain if applicable and feasible
* Secure technical requirements as needed; i.e. sound, lights, equipment etc (coordinate with other Committees using same stage area); turn into sound company servicing the Festival (coordinate with Division Coordinator and/or Executive Director)

**May:**

* Meet with Division to review/finalize schedules by end of month; coordinating with Music so shows on Mainstage compliment Theatre shows in Hollow in sound levels as much as possible.
* Submit event information to the Schedule of Events Chairperson for inclusion

**June:**

* Arrange for workshops if applicable
* Make motel and ground transportation arrangements for main performers, if needed
* Line up volunteers to share in 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 performers on how many performer passes they will need and arrange for the passes to be picked up by the performers (coordinate with Division Coordinator)
* Arrange for water for local performers (coordinate with Hospitality Committee)

**August:**

* Ground transportation for main performers provided, if needed
* Oversee theatre performances, including set-up and dismantling of equipment
* Emcee shows, as needed or arrange for an emcee
* Account for any rental equipment and arrange for its return
* 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 distributed from office staff

**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

 Erin Roberg – Equinox Theare Co. 587-0737

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

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

Staging MSU Sports Facilities 994-4238

 Cole Yarbrough—Rocky Mtn Rigging 599-2399