**SWEET PEA DIVISION: PERFORMING ARTS DC TIMELINE & JOB DESCRIPTION**

**On-Going:**

* Oversee work of Dance, Music, Theatre, Hospitality and Family Entertainment Committees, seeing that timelines are followed
* Oversee that all Division publicity is submitted to the Advertising and/or Public Relations Committees in a timely manner
* Attend Board meetings and yearly Division Coordinator orientation
* Review all meeting minutes for accuracy and to keep up with what’s going on if a meeting is missed.
* Strongly encourage Committee Chair attendance at Board meetings
* If unable to attend a Board meeting, secure a Committee Chair to attend as Division Coordinator representative with voting rights and notify Sweet Pea office of absence and individual taking proxy
* Provide report on progress of Committees at Board meetings or arrange for Committee Chairs to give their own reports
* 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
* Initiate regular two-way communication with Committee Chairs in Division, being sure that they interact with each other, and provide encouragement and help, as needed
* Poll Committee Chairs on major voting matters; especially at Board meetings on major issues, gathering all views and vote for majority view
* On Board approved permanent supplies/equipment for use in Division, secure at least two bids and make decision on purchase (coordinate with Committee Chairs and with Executive Director)
* See that all Committees within Division turn in Committee membership list to office in timely manner
* All printed materials and major correspondence coming from within Division is to be approved by Executive Director before it is printed/distributed
* Updated copies of all printed materials, major correspondence, and procedures are to be turned in and kept on file in Sweet Pea office
* Follow-up to see that all volunteers offering to help in this Division are contacted
* **Work with Committee Chairs to coordinate Festival schedule among Committees and performance areas**
* Should a Committee Chair vacancy occur, the Division Coordinator will fill in and perform the necessary duties as described in the Committee job description/timeline until a replacement is found (coordinate with Executive Director and Nominating Committee)
* Be an ambassador for the festival; recruit Festival-time volunteers and potential board member candidates
* Provide Exec Director with newsworthy happenings in your committee to post on social media

**January-February:**

* Review the budget as prepared by the Executive Director and Finance Committee; offer input before approval by the Board
* See that all Committees submit written expense estimate to Secretary/Treasurer before expenditures begin. Watch for the deadline on this to be given by Secretary/Treasurer each year
* Call Division planning meeting to coordinate tentative schedule of events for all Committees – this is mandatory! (coordinate with Executive Director)
* Work on choices for Division collaborative performance and cost; if event is to be done. (This performance is usually scheduled for Saturday or Sunday afternoon, 3 p.m.; but, is at the discretion of the Performing Arts Division, with notice of any changes duly given to the Board of Directors.)

**March-April:**

* Follow-up with Executive Director on arrangements for the Mainstage including contracts and delivery/set-up
* See that W-9 tax reporting forms are distributed to appropriate Committee Chairs to be filled out by main performing groups and returned to Sweet Pea (for payments to individuals being paid $600 or over)
* Visual presentation to Sweet Pea Board, with previews, for collaborative performance (3 to 4 choices). Obtain Sweet Pea Board approval of collaborative (all of this, if event is planned).

**April-May:**

* Follow-up with Committees to make sure the Executive Director reviews all contracts before they are signed. Confirm that the Sweet Pea office has finalized copies. Arrange for set-up crew/assistance of Mainstage and any needed materials (coordinate with Executive Director)
* Meet with Division to review/finalize schedules
* Make motel and ground transportation arrangements for collaborative performers, if needed (recommendation is to book performers for a “flat” fee, thus putting transportation to Bozeman as their responsibility)
* Notify sound company for Mainstage of any technical requirements for collaborative performance, as applicable

**May-June:**

* Oversee coordination of times for all performances within Division
* Submit collaborative performer information to the Schedule of Events Chairperson for inclusion, as applicable. Oversee Division information submission to Schedule of Event Committee Chairperson by June 1st
* Review final draft of schedule as provided by Schedule of Events Committee
* Oversee the coordination of all hospitality requirements for all Mainstage performers (Music, Theatre, and collaborative) with Hospitality Committee
* Follow-up with Park Services Chair to ensure MSU has been contracted for the Mainstage barricades.

**July:**

* Work with Committees on how many performer passes each performing group will need. Communicate pick-up arrangements to all chairs to distribute to their groups.
* Ask collaborative performers on how many performer passes they will need and arrange for delivery of such, as applicable
* Assist in the arrangements for a crew for Cypress Stage canopy set-up (coordinate with Dance and Theatre Committees and Physical Arrangements & Wayne Jennings)
* Arrange for rehearsal time and requirements for collaborative, if needed
* Submit payment information for the collaborative to the Sweet Pea office, if needed. Checks will be available for pick-up at the Festival HQ Tent. Pick up as needed to pay performers

**August:**

* Confirm arrangements for Mainstage arrival/set-up and any assistants needed (coordinate with the Executive Director)
* Follow through on set-up of all performance areas, including barricades for Mainstage front
* See that Division Committee Chairs are present during Festival and have communication system radios as needed
* See that all Committee Chairs have secured passes in advance of Festival for performers for entry into Lindley Park
* Be present at Festival, helping Committees as needed
* Assist with park tear down on Sunday evening, post-Festival
* Submit all individuals and business names that assisted or contributed this year to Executive Director for thank you page on website, ensure committee chairs have submitted their lists
* Submit feedback on this year’s events – fill out and return evaluation form distributed from office staff

**August-September:**

* Follow-up with Committees to make sure all invoices/receipts are submitted to the Sweet Pea office. All personal reimbursements are due by Oct. 2nd

**October-November:**

* Submit Division requests for permanent supplies/equipment with an estimate of cost and with items prioritized as to need
* Schedule Division meeting to kick-off new year