**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:**

* Attend monthly Sweet Pea Board meetings & any special meetings called. Meeting Commitments are approximately 2 hours per month for Board Meetings and 1 hour per month to meet with your DC
* Read board minutes, agenda, proposals and all attachments of the pre-board meeting email to be fully prepared for Board meetings. Take note of any errors in minutes and bring up at the board meeting.
* Track the hours you’ve volunteered monthly; keep your own record to submit to the office at yearend (November meeting)
* Recruit potential board member candidates and Festival-time volunteers
* Check SPF email and stay on top of correspondence. Copy in ED when you feel necessary.
* Continually update process file notebook and/or shared online files and keep pertinent e-mails filed within e-mail account
* All printed materials and major correspondence are to be approved by the Executive Director before being printed and distributed
* Updated copies of all printed materials, major correspondence, and procedures are to be turned in and/or uploaded to be kept on file at the Sweet Pea office
* Please make sure admin@ and ed@ emails are on all email lists you have so ALL mass-correspondence sent out is copied to the office, which keeps the office as informed as possible.
* If you are on social media, make sure you like SPF pages on Facebook, Instagram and Twitter. Make sure you check regularly and share/forward our posts and make sure you tag us and any other folks such as sponsors, DBA, etc. where merited. Please forward any content you think we should post.
* ALWAYS tag businesses, sponsors etc. on all posts
* Monitor website and social pages for content updates, errors and ideas for improvements and future posts
* Provide Exec Director with newsworthy happenings in your committee to post on SPF social media.
* Take photos during the year, at events and the Festival and provide pictures to the office (digitally).
* Provide photos, bios and PR materials to Schedule of Events for your committee in a timely manner (by the deadline)
* Division Coordinators should always know about committees' progress and should be copied on documents sent to the Exec. Director for review and approval
* Division Coordinators should be informed of all expenses for all Committees within the Division.
* On Board approved purchase of permanent supplies/equipment for use in the Division, secure at least two bids and make decision on purchase (coordinate with Executive Director and Committee Chairs)
* Submit all invoices to the office as they are received
* Volunteer at the Festival for Admissions, Merchandise, Park set up and tear down or HQ if your position doesn't require full-time attendance at the Festival. (DC's should take at least one shift at HQ.)
* Be on stage Saturday night of Festival at 7:30pm for Board Member Recognition.
* Volunteer and/or attend other Sweet Pea events during the year.

**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