

POSSUM POINT PLAYERS JOB DESCRIPTIONS
Executive Administrator, Trustees and non-Trustee Personnel
Adopted November 7, 2019-AC, November 19, 2019-EC
Amended February 4, 2021-AC, October, 2020-EC

The Trustees of the Possum Point Players will consist of the members of two Committees – Artistic and Executive. Their number and responsibilities along with those of the PPP Executive Administrator, shall be described in accordance with the Possum Point Players By-Laws and as follows:

EXECUTIVE ADMINISTRATOR

Works under the direction of, and is responsible to, the Board of Trustees, through the President.

Represents, promotes and works for the welfare, and improvement of, PPP through the promotion of volunteerism; and through networking, outreach, coordination and cooperation with organizations and entities deemed appropriate for the advancement of PPP and, by extension, the community at large.

Directly responsible for the following areas, or for the performance of personnel assigned, or who volunteer, to work in those areas:

I. GRANTS ADMINISTRATION FOR OPERATING AND MINOR CAPITAL IMPROVEMENTS GRANTS.

- A. DDOA grants
- B. Other grants for specific building and facilities projects

II. MEMBERSHIP PROMOTION AND MAINTENANCE

- A. Annual mailing
- B. Promotion and maintenance of season tickets, memberships and membership donation categories.

III. FACILITIES MANAGEMENT

- A. Theater and other building rentals
- B. Theater-use scheduling including main stage, affiliates and outside groups either annually or ad hoc
- C. Maintenance-
 - 1. Building person
 - 2. Department of Corrections staff
 - 3. Cleaning person

IV. SHOW PRODUCTION

- A. Tryout scheduling and mailing
- B. Ticket sales
- C. Program production
- D. House management
 - 1. Box office
 - 2. Host
 - 3. Ushers
 - 4. Food and beverage service
- E. Other print publicity material

V. TRUSTEES LIAISON

- A. Facilitates communication and coordination among executive administrator/artistic committee/executive committee
- B. Keeps trustees informed of significant developments and opportunities for the welfare of PPP
- C. Attends all EC and AC meetings.

VI. OTHER DUTIES as assigned by the Board of Trustees through the President.

BOARD OF TRUSTEES OFFICERS

I. PRESIDENT

- A. Shall, when present, chair the meetings of the Board of Trustees or Membership and, by serving as its Chair, the Executive Committee
- B. Shall have power to call special meetings of the Executive Committee, Board of Trustees or Membership.
- C. Shall make and sign contracts and agreements in the name of and on behalf of the corporation or authorize a designee to do so on a case by case basis.
- D. Shall have general management and control of the business and affairs of the corporation.
- E. Shall generally do and perform all acts incident to the office of President, which are authorized or required by law.
- F. Shall act for the Trustees on matters brought to his/her attention by the Director Liaison and Selection Chair of each Possum Point Players production using his/her discretion as to which of these matters should be brought to the Trustee's attention.
- G. Shall act for the Trustees on matters brought to his/her attention by the Possum Point Players Executive Administrator, when the matter is not the responsibility of any other Trustee or Possum Point Players official. The President uses his/her discretion as to which of these matters should be brought to the attention of the Artistic Committee Chair, Executive Committee or the Board of Trustees.

II. VICE PRESIDENT

- A. Shall, in the absence or incapacity of the President, preside over the meetings of the Trustees, Membership or Executive Committee.
- B. In the event that the President is unable or unwilling to remain in office, the Vice President shall succeed to the Presidency, and a new Vice President shall be chosen according to By-Laws, section 4.06 VACANCIES
- C. Shall be responsible organizing and maintaining the library.
- D. Shall work with the Chair of the Reading Committee regarding committee needs and borrowing materials.
- E. Shall assist the Executive Administrator in developing and maintaining membership.
- F. Shall perform such other duties as may be authorized from time to time by the Board of Trustees, President, Membership or Executive Committee.

III. SECRETARY

A. MINUTES AND THEIR DISTRIBUTION

- 1. Shall keep the minutes of all Board of Trustees and Membership as well as Executive Committee meetings since he/she serve as the Secretary of the Executive Committee and in the absence of the Artistic Committee Secretary, shall keep minutes for Artistic Committee meetings.
- 2. Shall distribute minutes according to Section IV of DOCUMENT FLOW PROCEDURES – PAGE 9 OF POLICIES AND PROCEDURES MANUAL
- B. Shall have custody of the seal of the corporation and affix the same to documents when authorized to do so.
- C. Shall give, or cause to be given, notice of all meetings of the Members, of the Board of Trustees and of the Executive Committee.
- D. Shall ensure that recorded and approved minutes of meetings of the Membership, Board of Trustees (including draft minutes,) or Executive Committee (including draft minutes) shall be

distributed to the Membership, Trustees or Executive Committee respectively. In lieu of distribution of Membership meeting minutes, the Secretary may ensure that notice has been given to all members that such minutes are available for inspection at the offices of the Corporation. E. Shall keep minutes, as acting Secretary, for Artistic Committee meetings when the Artistic Committee Secretary cannot attend.

IV. TREASURER

- A. Shall perform all the duties customary to this office.
- B. Shall have the care and custody of the funds and securities of the corporation.
- C. Shall have the general supervision of the books of account.
- D. Shall serve on the Executive Committee.
- E. Shall be responsible for securing a certified audit of the books of the corporation in January of each year for the previous year's operation.
- F. Shall serve as the chief financial officer.
- G. Shall cause full and accurate accounts of receipts and disbursements to be kept in books belonging to the Corporation.
- H. Shall see to the deposit of all moneys and other valuable assets in the name, and to the credit of the Corporation in such depositary or depositories as may be designated by the Board of Trustees or the Executive Committee, subject to disbursement or disposition upon orders signed in such manner as the Board of Trustees or the Executive Committee shall prescribe.
- I. Shall render to the President; at the regular meetings of the Membership, of the Board of Trustees or of the Executive Committee or whenever the President or the Board of Trustees or the Executive Committee may require it, an account of all his/her transactions as treasurer and of the results of operations and financial condition of the Corporation.
- J. If required by the Board of Trustees or the Executive Committee, shall give the Corporation a bond in such sum and with such surety or sureties as may be satisfactory to the board for the faithful discharge of the duties of his/her office, and for the restoration to the Corporation, in case of the Treasurer's death, resignation, retirement or removal from office, of all books, records, money and other property of whatever kind in his/her possession or under his/her control belonging to the Corporation.

EXECUTIVE COMMITTEE

The members of the Executive Committee shall act in accordance with these job descriptions, the By-Laws of the organization, all appropriate civil law, and shall be guided by prudent and reasonable judgment in keeping with the purposes of the organization.

Shall be responsible for:

- A. The financial and operational management of Possum Point Players.
- B. Approval of all shows, show dates, and directors; and approval of all other projects done in Possum Hall or in the name of the Possum Point Players.

EXCEPT THAT: any such approvals involving personnel of the Artistic Committee and/or the resources under the control of Artistic Committee members must first be approved by the Artistic Committee.

MEMBERS

- A. THE OFFICERS OF THE BOARD OF TRUSTEES (President, Vice President, Secretary and Treasurer) are members of the Executive Committee. The President and Secretary of the Board of Trustees shall serve as the Chairman and Secretary, respectively, of the Executive Committee.

B. TWO ARTISTIC COMMITTEE REPRESENTATIVES are elected by the Artistic Committee each year at their Committee meeting following the January membership meeting. Member number 1 shall be elected in odd years and member number 2 in even years.

1. The Artistic Committee Representatives shall serve the interests of the Artistic Committee at all Executive Committee meetings and be the liaison between them.
2. Shall make official reports to and from both the Artistic and Executive Committees on items of mutual interest.

C. FUNDRAISING CHAIR

1. Shall coordinate all fund-raising efforts of PPP, including sponsorship opportunities and other fund-raising events.
2. Shall Develop and implement specific annual fund-raising projects for PPP.
3. Shall manage the PPP Community Fundraising Team, including management of any team subcommittees and volunteers.

D. BUILDINGS AND GROUNDS CHAIR

1. Shall be responsible for the security, maintenance and upgrading of PPP buildings and grounds. This responsibility (subject to spending limits) includes such items as:
 - a. Arranging for outside grass and grounds maintenance.
 - b. Securing and monitoring contracts for HVAC and any other building maintenance services.
 - c. Repair and replacement to buildings and grounds to at least ensure safety and security of patrons and participants.
 - d. Upgrades to buildings that are necessary for either safety, security or cost savings.
 - e. Developing, and keeping up to date, a list of routine repair, upgrade, and maintenance needs for prioritizing projects.
 - f. Other duties assigned by the Trustees or the Executive Committee and transmitted through the President.
2. These responsibilities do not include items under the control of Artistic Committee members - i.e. Makeup, Props, Set Construction, Lights, Sound/EFX and Costumes.
3. Spending limits for Buildings and Grounds projects should be set by the Executive Committee after conferral with the B&G chair. They should be set for both individual projects as well as an annual limit. Any spending beyond limits needs prior approval of the Executive Committee.

E. TWO MEMBERS-AT-LARGE Responsible for attending meetings of the Executive Committee to represent a broad community perspective.

ARTISTIC COMMITTEE

The members of the Artistic Committee shall act in accordance with these job descriptions, the By-Laws of the organization, all appropriate civil law, and shall be guided by prudent and reasonable judgment in keeping with the purposes of the organization.

Shall be responsible for:

- A. Establishing requirements for approval of affiliate groups of PPP.
- B. Approval and notification to the Executive Committee, of all shows, show dates, budgets and directors for all performances by PPP or their affiliate groups.

C. Assisting directors with selection and training of volunteers in their respective areas of responsibility.

D. Maintenance and management of the location, equipment, and supplies of the areas of lights, sound, props, makeup, set, and costumes.

MEMBERS

A. SECRETARY

1. Shall keep the minutes of all Artistic Committee meetings and distribute them according to the Policies and Procedures Manual under the section titled: PROCEDURE FOR OFFICIAL DOCUMENT FLOW AND STORAGE INCLUDING BUDGETS AND BUILDING USE AND RENTAL FORMS

2. Shall keep minutes, as acting Secretary, for Executive Committee, Trustees, and membership meetings when the PPP Secretary cannot attend.

B. PUBLICITY COMMITTEE CHAIR

1. Shall seek to gain awareness and positive image for the Possum Point Players and all that Possums offers to Sussex County and surrounding counties in Delaware and Maryland;
2. Shall coordinate the creation of logo and production artwork, as needed to promote the image, services, events and productions of PPP;
3. Shall promote, through the most appropriate means, the events of all current and future sub-groups of PPP;
4. Shall coordinate all publication and marketing to ensure consistency and accuracy for the production and the overall image of the PPP to board members, general members, patrons, advertisers, media contacts, and the larger community served by PPP
5. Shall coordinate
 - a. the writing, editing, production, and distribution of newsletters, annual season, membership and other brochures in conjunct with Executive Administrator;
 - b. direct marketing pieces;
 - c. news releases;
 - d. calendar listings;
 - e. public service announcements (PSA's) in coordination with Executive Administrator;
 - f. photo opportunities;
 - g. Audience surveys in consultation with the Executive Administrator.
6. Shall Cultivate and maintain print and non-print media contacts in order to generate relevant stories, interviews and other media coverage for PPP events. Solicits, arranges, and organizes print and non-print media interviews for PPP in general and for specific productions and events. Coordinates the handling of reviewers, including contacting them, securing comp tickets, and compiling press packets, when appropriate;
7. Shall explore the possibility of paid advertising in all print and non-print media, as funds and situations dictate, with approval from the Executive Committee.

C. READING COMMITTEE CHAIR

1. Shall facilitate the selection process of a slate of main stage shows for a season two years hence (e.g., the committee working in 2019 will be responsible for the 2021 season).
2. Shall send out a notice to committee members from the previous season asking if they would like to serve again. Shall also send out notice to the PPP membership asking if anyone would like to join for the current year (*note: there is no restriction as to number of members, but 10-12 seems to work best). In this notice, include the information that

committee members are volunteers and that this is a one-season commitment (which can be renewed). Include requirements for RC membership: 1) will be reading 15-20 plays in a 2-3-month period of time; 2) should have some theater background as far as being able to read and understand what it takes to mount the play; 3) should have some PPP background (or community theater) so there is an understanding of issues around budget, audience, and other logistics.

3. Shall schedule a minimum of 2 meetings (as designated in the Play Selection Process shown in the Policies and Procedures Manual) to discuss and choose plays. A third “meet and greet” meeting is optional, which can be held prior to the selection process.

4. Shall seek guidance from the Artistic Committee and Executive Committee regarding any reading priorities (e.g., there might be a situation where finances are critical).

5. Shall, if possible, checks with other local theater groups to see if they have already chosen a season of plays for that same year.

6. Shall ensure that the RC has a clear understanding of what is expected from this committee (i.e., reading with specific PPP needs in mind, reading certain types of plays/musicals because of Exec or Artistic Committee requests/mandates, choosing a well-rounded season, etc.) Also ensures that reading committee members have a copy of the Timeline (Which is in the POLICIES AND PROCEDURES MANUAL.)

D. DIRECTOR LIAISON AND SELECTION CHAIR

1. Shall coordinate PPP’s efforts to secure directors for all Main Stage shows via the Director Selection Process outlined in the Policies and Procedures Manual.

2. Shall collect and maintain letters of interest from, and directorial histories of, prospective directors.

3. Shall coordinate communication with prospective directors prior to and after finalizing upcoming seasons. This includes, but is not limited to: creating or assisting the Publicity Chair or his/her designee with press releases, information on the PPP website, mailings to interested directors, and direct phone calls.

4. Shall, meet with all directors of PPP sponsored shows in Possum Hall. This includes Main Stage and Affiliates.

a. For a first-time director at Possum Hall, the Director Liaison and Selection Chair shall meet with each director as soon as feasible after director’s appointment, to offer and discuss welcome packet to include advice, counsel and suggestions on Possum Point Players requirements, operating procedures and delegation of responsibility.

b. For directors who have directed at Possum Hall previously, an E-mail or letter may substitute for the meeting.

5. The Director Liaison and Selection Chair will serve each director as a first point of contact for questions and concerns about procedures, practices and policies concerning the director’s responsibilities.

E. SET CONSTRUCTION CHAIR

1. Shall Act as set construction head, or assist show Director to secure one for each Main Stage show. If not acting in that capacity, shall meet with show’s set construction head to make that person aware of tips, techniques, shortcuts, limitations, and Possum Point Players materials available for set construction.

2. Shall ensure that all set materials are returned to their original location unless needed for the next production.

F. PROPS CHAIR

1. Shall Act as props head, or assist show Director to secure one for each Main Stage show. If not acting in that capacity, shall meet with show's props head to make that person aware of tips, techniques, shortcuts, limitations, and Possum Point Players materials available for set construction.
2. Shall ensure that all props are returned to prop storage or lender.
3. Shall maintain prop storage areas and provide appropriate access to costume areas.

G. COSTUMES CHAIR

1. Shall Act as costumes head, or assist show Director to secure one for each Main Stage show. If not acting in that capacity, shall meet with show's costumes head to make that person aware of tips, techniques, shortcuts, limitations, and Possum Point Players materials available for costumes.
2. Shall ensure that all costume materials are returned to their original location.

H. LIGHTS AND SOUND/EFX CHAIR

1. For each Main Stage show, the Lights and Sound/EFX Chair shall act as lighting and sound/EFX head, or assist show Director in finding these positions.

If not acting as Lights and/or Sound/EFX head, shall meet with the show lighting and sound/EFX heads and advise them on the care, use and security of Possum Point Players equipment and possible persons who might be available to assist them with their duties.

2. Shall maintain and secure lights, stage-to-booth communications equipment, electric pianos, or any other lighting or sound/EFX equipment owned or borrowed by Possum Point Players. This includes all appropriate inventory and maintenance of auxiliary parts such as light gels, gel frames, gobos, sound effects recordings, mics, cords, headphones, speakers, etc.

3. Shall maintain "A Continuing Budget Expansion List" to include upgrades for equipment and booth integrity. Shall continuously research latest affordable technology to keep the Light and Sound/SFX Department as up to date as fiscally possible.

I. MAKE-UP AND HAIR DESIGN CHAIR

1. Shall act as makeup and hair design head, or assist show Director in finding one for each Main Stage show. If not acting in that capacity, shall meet with the show makeup and hair design head, and advise him/her on the materials available or sources for makeup and possible persons who might be available to assist them with their duties.
2. Maintains makeup boxes and all makeup and hair design materials and is responsible for its security at the hall. Shall also maintain an adequate supply of staple makeup and hair design materials, at all times.

J. P.J.'S REPRESENTATIVE - Acts as advisor to Possum Juniors (PJ'S) organization and represents PJ's interests on the Artistic Committee; Enforces policy concerning age limits for PJ's productions found in the Policies and Procedures manual.

K. PPP RADIO THEATER REPRESENTATIVE Serves the interests of the PPP Readers Theater on the Artistic Committee.

L. POSSUM POINT SHAKESPEARE PLAYERS REPRESENTATIVE serves the interests of Possum Point Shakespeare Players on the Artistic Committee

M. ON THE EDGE REPRESENTATIVE serves the interests of On the Edge on the Artistic Committee

NON-TRUSTEE PERSONNEL

A. ARCHIVIST - Serves at the pleasure of the Board of Trustees and under the supervision of the Executive Administrator. He/she is not a member of either the Executive or Artistic Committees but attends their meetings upon request.

The Archivist shall be responsible for storing, and distribution upon request, or to all appropriate parties, including the PPP Webmaster of all official PPP documents, including updates and amendments. The documents include, but are not necessarily limited to:

1. Minutes of approved Membership, Board of Directors, Artistic Committee and Executive Committee meetings.
2. PPP By-Laws, Mission Statement, Goals and Objectives, 5-year plan, Trustees Job Descriptions, Production Job Descriptions, forms for building use and rental, Policies and Procedures Manual, Executive and Artistic Committee rosters and Budget Templates.

B. POSSUM POINT PLAYERS BAR SUPERVISOR