

PRODUCTION SECRETARY JOB SPECIFICATION

Selection: Choice rests with the Director for approval by the Executive Committee.

Responsibilities: To co-ordinate and control all the functions of a production other than those undertaken by the Director.

Duties of the Production Secretary:

1. To ascertain the arrangements re dates of production venue etc., noting particularly any problems regarding availability of the hall (contact, Hon. Secretary).
2. To read the play to be produced or to obtain from the Director, In the case of an unscripted show, an idea of the shape of the projected production.
3. On behalf of the Director to call the audition, giving adequate notice, and to attend same.
4. To ascertain the Director's casting decisions and how members selected are to be informed.
5. To ascertain the Director's proposals re Assistant Director. for Executive committee's approval.
6. If it is proposed to use non-members, to ensure that the Executive committee's approval is obtained before publication of the names of those concerned.
7. After consultation with the Director, to submit names of the remainder of the production team for approval by the Executive Committee: Stage Manager, Lighting Director, Wardrobe Mistress, Scenarist (after consultation with the Stage Manager), Properties Assistant, Prompter, Musical Director (if any), Choreographer (if any), Make-up assistant, Box-Office Manager, Front-of-House Manager, Bar, Refreshments etc. The decision as to the Lighting Director and Properties Assistant may be left with the Stage Manager. If an assistant for Front-of-House decor is required this will be a matter for consultation between the Director and the Production Secretary, for approval by the Executive Committee.
8. If it is proposed to use non-members for any of these appointments, to obtain the Executive committee's approval.
9. If the Players' Newsletter is due to go out soon, to pass all information re cast and other appointments to the Editor as soon as possible. If the Newsletter is not due to appear within a fortnight of the audition, to arrange for a notice to go to all members of the Society giving them the information. (N.B. Two communications re the production may be charged against, General Account. Further notices will be charged against the Production).
10. To arrange a meeting with all appointees, other than the cast, as soon as possible after the play or other type of production has been approved by the Executive Committee. Annual appointees such as the Publicity Manager, Equipment and Wardrobe Managers shall be invited to this meeting.
11. After consultation with the Director, to submit a budget of revenue and expenditure, together with recommendations of seat prices, to the Executive Committee for approval. (In this connection the Hon. Secretary and the Hon. Treasurer will produce details of previous expenditures for comparison purposes).
12. To obtain from the Hon. Treasurer such advance monies as may be required for the production.

13. To assist the Director in preparing a schedule of rehearsals (including technical and dress rehearsals and also the advance publicity photographic session) - and to arrange the typing and distribution of these schedules as soon as possible. The schedule should contain the date of the post-production party (if any). (N.B. The Director will doubtless have discussed with Members of the cast the most suitable days of the week for rehearsals and will have noted dates on which any members of the cast cannot attend due to long-standing arrangements. Only in the most exceptional circumstances will any other absences be allowed. Such permission is for the Director alone to give).
14. In conjunction with the Wardrobe Mistress to produce a Costume Schedule if required
15. In consultation with other members of the production team to prepare a detailed date plan of the various actions to be taken and to ensure that all items are actioned by the dates specified.
16. To agree which appointees will, in addition to members of the cast, have a script, and to be responsible for obtaining the requisite number of copies of the script.
17. To distribute the scripts, maintaining a list, of those members from whom the expense has to be recovered and to account for monies received to the Hon. Treasurer.
(N.B. The Society usually pays for scripts for the Director, Assistant Director, Stage Manager, Lighting Director, Scenarist, Wardrobe Mistress, Properties Assistant and Prompter).
18. To obtain a plan of the stage and to pass a copy of this to the Stage Manager as soon as possible.
(N.B. It is for the Director to decide whether he/she will require a model of the set(s) to be prepared by the Stage Manager).
19. The lighting plot guide-lines are a matter for the Director. The Production Secretary should ascertain whether the Director will deal directly with the Stage Manager/Lighting Director in this matter.
20. To ascertain if the Director requires the Stage Manager/Lighting Director at rehearsals and to advise them accordingly.
21. To agree list of properties required and to pass a copy of this to the Stage Manager with a copy also for the Properties Assistant.
22. To ascertain how soon the Director requires the Properties Assistant to attend rehearsals and to Arrange accordingly.
23. To liaise with the Stage Manager re setting and striking of the set, and to ensure full access to the hall on agreed dates.
24. To check that the hall is licensed for theatrical productions. (Contact: Hon. Secretary). To note that facilities are as required. If not, to rectify this position.
25. To advise the Box-Office and Front-of-House managers of all information re dates, venue, approved layout of hall, seating capacity permitted under fire regulations etc.
26. To prepare a seating plan.
27. To ensure that the Box-Office and Front-of-House Managers are aware of their duties (See Appendix A and Appendix B).
28. After consultation with the Director, to liaise with the Publicity Manager regarding requirements in connection with tickets, posters, handbills, car stickers (if any), programmes, newspaper advertising and photographic displays in the hall.
29. To obtain an up-to-date list of patrons for inclusion in the programme .To instigate a system of rising fines based on cost of annual membership for non attendance at rehearsals. No Excuses to be tolerated and the ultimate fine to be excommunication

- 30 To advise the publicity Manager of any credits to be included in the programme, e.g. selling centres, firms lending furniture, properties etc.
- 31 To propose for agreement by the Executive Committee programme prices.
- 32 To arrange the issue of complimentary tickets and to advise the Executive Committee.
- 33 To be responsible for obtaining the necessary permission to perform the play.
- a) See publisher's directions inside the front cover of the play.
 - b) Check with Hon. Treasurer re royalties to be paid.
 - c) Complete application form (obtainable from Hon. Sec.)
 - d) Hon. Treasurer will arrange for payment to go with application form.
- 34 To check all insurance matters, e.g. cover on bar items, insurance of non-members taking part in the production, insurance of over age' members, children etc. (Contact: Hon.Sec.)
- 35 To ascertain precise wardrobe requirements from the Director and to arrange a meeting between the Wardrobe Mistress and the Wardrobe Manager as a preliminary to hiring costumes, If needed.
- 36 To ascertain whether the Director has any plans to hire stage properties, furniture etc. To ascertain whether the Director wishes to borrow furnishings - possibly involving labour and arrangements for transportation in liaison with the Stage Manager as to their insurances. To take into account the cost of transportation and insurance.
- 37 To request clarification of all expenses incurred in respect of the show and report same to Hon Treasurer
- 38 To ensure that the Stage Manager is aware of his duties.
- 39 To contact the Publicity Manager re advance publicity including arrangements :or advance publicity photographs.
- 40 To notify all concerned of any changes the rehearsal schedule e.g. additional rehearsals, change of venue.
- 41 On completion of the production, the Production Secretary's duties will include :-
- a) Ensuring the striking of the set by the Stage Manager including stripping of flats, de-nailing of timber etc.
 - b) Ensuring members of cast return costumes immediately to the Wardrobe Mistress.
 - c) Ensuring the Wardrobe Mistress arranges for the hired costumes to be cleaned as necessary and returned.
 - d) Ensuring that the Box-Office Manager finalizes his accounts within two weeks of the last performance.
 - e) Ensuring that the Hon. Treasurer receives all bills to be paid or to be reimbursed not later than four weeks after the last performance. (No payments should be made after this deadline) .
 - f) Ensuring the return of all hired props., furniture, furnishings etc., also any items borrowed.
 - g) Ensuring that letters of thanks are dispatched as may be necessary.
- 42 After the production to submit a written report covering all aspects of the production other than those covered by the Director's report, this to be ready for the first meeting of the Executive Committee following the production.