



Cabaret Theatre 2017-2018 Executive Board Positions

Cabaret Theatre is now accepting nominations for the 2017-2018 Executive Board. If you have participated in a Cabaret Theatre production within the 2016-2017 academic year, than you are eligible to nominate a fellow theatre member for a position on next years executive board!

Some important things to note:

- Nominations open Thursday, March 8th and will close in two weeks at 11:59 p.m. on Thursday, March 23rd.
- The official election will be held on March 30th, be sure to look out for more information on this within the upcoming weeks. Only members with voting rights are allowed to vote in the election.
- For a member to be placed on the official ballot, they must receive TWO nominations from a current Cabaret Theatre member and accept the nomination.
- Self nominations are accepted.
- To make a nomination, please email producer.cabarettheatre@gmail.com with the full name of your nominee and the position you are recommending them for.
- Below you will find the descriptions for each of the executive board positions, feel free to contact the current board member for more information!

Should you have any questions about the nomination or election process, please reach out to Cabaret Theatre Producer, Emily Reineke at producer.cabarettheatre@gmail.com. Good luck to all!

Producer

Overview: The Producer (President) oversees all the affairs of the company.

Responsibilities include, but are not limited to:

- Serves as the liaison between members, general and executive boards, and administrative/faculty advisors.
- Presides over all general and executive board meetings.
- Is the primary communicator between departments of the general and executive boards.
- Acts as the figurehead of Cabaret Theatre, and represents it in a positive light while in and outside of the theatre
- Maintains a roster of current membership
- Creates calendar of events and oversees the use of the spaces at Cabaret Theatre
- Disseminating information to the general membership through monthly newsletters, working out logistics with outside organizations, and handling tasks not allocated in these bylaws.
- Takes responsibility for the organization and its actions
- Oversees the entire executive board, the general board, and any new positions created henceforth.
- Meets bi-weekly with faculty advisor to ensure all protocols are being followed and implemented.
- Is involved in both tiers of the show proposal process, giving input in both rounds one and two.
- Takes on any additional responsibilities as they may arise (ex. in relation to other positions, productions, community outreach opportunities, etc.)

For further information on this position, please feel free to contact the current Producer, Emily Reineke, at producer.cabarettheatre@gmail.com

Artistic Director

Overview: The Artistic Director (Vice President) is responsible for preserving the artistic integrity of the theatre company.

Responsibilities include, but are not limited to:

- Maintains an active presence and voice at all performances, rehearsals, auditions, and tech days.
- Oversees all of the production staffs and casts chosen for the season, including those for main stages, special events, the back-to-school revue, Rutgers Night Live, etc.
- Specifically oversees the Artistic Department of the General Board: Special Event Coordinator, the Directors' Showcase Coordinator, the Original Play Festival Coordinator
- Is involved in both tiers of the show proposal process, giving input in both rounds one and two.
- Handles conflict resolution amongst the staff and/or casts for each production.

For further information on this position, please feel free to contact the current Artistic Director, Kat Beliavski, at artistic.cabarettheatre@gmail.com

Production Manager

Overview: The Production Manager, formerly known as the Managing Director, supervises the entire Cabaret space.

Responsibilities include, but are not limited to:

- Supervises/leads tech days and builds
- Maintains the technical areas of the theatre, and helps to coordinate any cleaning days and renovations.
- Specifically oversees the Technical Department of the General Board: Technical Director(s), Technical Special Event Coordinator, and House Manager.
- Works with Directors to create a set, light, and sound design for each production.
- Handles all communication with outside companies regarding lights, sound, props, etc.
- Is involved in the final tier of the show proposal process, giving input in only the second/final round.

For further information on this position, please feel free to contact the current Production Manager, Paige Grecco, at managing.cabaretttheatre@gmail.com

Director of Finance

Overview: The Director of Finance (Treasurer) maintains and updates the season budget.

Responsibilities include, but are not limited to:

- Is involved in the final tier of the show proposal process, giving input in only the second/final round.
- Ensures all productions stay within budget.
- Handles box office returns and the receipt reimbursement process.
- Main contact with the Student Activities Business Office (SABO) and fills out any necessary paperwork related to SABO.
- Depositing money from our current productions in a timely matter.
- Responsible, with the Producer's approval, of all financial transactions with or for the organization and its financial assets.
- Purchases cases of water for the casts for each show night.
- Ensures box office is fully operational for show nights including: box office personnel is in attendance, water is fully stocked, snacks are fully stocked, and the correct number of tickets are accounted for.
- Oversees the Finance Department of the General Board: Box Office Manager and the Box Office Assistants.

For further information on this position, please feel free to contact the current Director of Finance, Dom Scalera, at finance.cabarettheatre@gmail.com

Marketing Director

Overview: The Marketing Director oversees all promotion of productions and events.

Responsibilities include, but are not limited to:

- Is involved in the final tier of the show proposal process, giving input in only the second/final round.
- Oversees marketing responsibilities within and outside the Rutgers community.
- Maintains the online social networking profiles including the Cabaret Theatre website, Facebook, Instagram, Twitter, and Snapchat accounts.
- Creates the programs for each show and is responsible for printing them before opening night.
- Works with the production staffs of each show to create graphic designs and a marketing plan for the production.
- Oversees the Marketing Department of the General Board: Social Media Chair, Press Secretary, Videographer/Photographer, and Marquee Specialist.

For further information on this position, please feel free to contact the current Marketing Director, Danika Tablante, at marketing.cabarettheatre@gmail.com