

# Cabaret Theatre

Since 1975

## CABARET THEATRE 2017-2018 GENERAL BOARD

### Thank you for your interest in applying to be on the Cabaret Theatre 2017-2018 General Board!

Below you will find a description of each available position. You will notice that each position is under a specific branch of the Cabaret Theatre Executive Board. Should you have any specific questions about a position, please feel free to contact the head of the branch using the contact information below. For general inquiries, please contact the Producer, Ajit Mathews. When you are ready to apply, please use the Google Forms link provided at the bottom of this page. You can also find this link on our website, [www.cabarettheatre.org](http://www.cabarettheatre.org), under the Newsfeed section. All applications are due by **11:59pm on Thursday, April 13th**, followed by interviews held by the Executive Board.

#### **Producer's Department**

Producer: Ajit Mathews  
*ajmathews01@gmail.com*

#### **Artistic Department**

Artistic Director: Paolo Arceo  
*paoloarceo96@yahoo.com*

#### **Managing Department**

Production Manager: Nina Langhorn  
*ncl42@scarletmail.rutgers.edu*

#### **Finance Department**

Director of Finance: Jessica Kerman  
*kermanjessica@gmail.com*

#### **Marketing Department**

Director of Marketing: Katie Siegel  
*thektrose@gmail.com*

**To apply, please fill out this form by 11:59pm on Thursday, April 13th:**

[goo.gl/T1ziMj](https://goo.gl/T1ziMj)

# GENERAL BOARD POSITIONS

**All positions, in addition to their listed responsibilities below, are expected to provide assistance, ideas, and support to their department head to improve and further the goals of their specific department, the General Board, and Cabaret Theatre as a whole.**

## **Producer's Department**

- Associate Producer (and General Board Representative)

## **Artistic Department**

- Special Events Coordinator
- Rutgers Night Live Representative\*\*
- Directors' Showcase Coordinator
- Original Play Festival Coordinator (and Playwright's Collective Coordinator)

## **Managing Department**

- Technical Director
- Associate Technical Director ("Technical Special Events Coordinator")
- House Manager

## **Finance Department**

- Box Office Manager
- Box Office Assistant(s)

## **Marketing Department**

- Graphic Designer\*
- Social Media Chair
- Press Secretary\*
- Videographer\*/Photographer\*
- Marquee Specialist\*

\* *These positions will be filled at the discretion of the executive board and might not be filled after the initial application process*

\*\* *The position of RNL Representative is not open for applications at this time*

# PRODUCER'S DEPARTMENT

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*REPORTS DIRECTLY TO THE PRODUCER*

## Associate Producer (and General Board Representative)

**Description:** Acts directly under the Producer to ensure that all matters regarding the theatre are in order.

### **Responsibilities:**

- Assists the Producer in day-to-day operations regarding the theatre as needed.
- Assists the Producer in making sure each production is prepared for each show date (various responsibilities covering all facets of the theatre).
- Communicates with general board members who miss a meeting(s) to ensure they understand what their position entails for the upcoming weeks.
- Attends some rehearsals and parts of tech week for main stage productions in order to ensure a smooth rehearsal process. The Associate Producer is expected to help the production staff or board member with any problems they may encounter while they are present at a rehearsal.
- Oversees one special event in the second semester as the Producer of that project.
- Acts as the General Board Representative for the show proposal process, sitting on the Reading Committee in Tier One, alongside the Producer and Artistic Director. This role requires reading of all submitted proposals for the 2017-2018 season and providing insightful feedback and judgment on which proposals to move forward to the second tier. The Associate Producer, as General Board Representative, is also expected to sit in on the interviews during Tier Two of the process, alongside the full Executive Board.
- Attends all general board meetings.

# ARTISTIC DEPARTMENT

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*REPORTS DIRECTLY TO THE ARTISTIC DIRECTOR*

## Special Events Coordinator

**Description:** Provides guidance and structure for approved special events throughout the season at Cabaret Theatre.

**Responsibilities:**

- Organizes the production of Rutgers Night Live, serving as the eyes and ears of the Producer and Artistic Director at some rehearsals, all of tech week, and the show dates.
- Organizes and planning the Cabaret Theatre Ball at the end of the season.
- Ensures all policies are being observed and respected by all involved in special events at Cabaret Theatre.
- Ensures that all involved in special events have signed the Cabaret Theatre waiver form and that it is delivered before the project begins to the Producer.
- Assists the Artistic Director and Producer in special events that will increase the visibility of Cabaret Theatre throughout the university such as, but not limited to, the Bed Races, the Freshman Convocation performance, and the Rutgers Day performance.
- Attends all general board meetings.

## Original Play Festival Coordinator (and Playwright's Collective Coordinator)

**Description:** Facilitates a workshop(s) or private meetings for any interested undergraduate students who wish to develop an original work with the intent of submitting it to the Original Play Festival. Provides guidance and structure for the annual Original Play Festival, working with both playwrights and directors. As part of the selection process, the Coordinator (or Coordinators) works on pairing plays with prospective directors who apply. During production, the Coordinator designs major elements of the production and ensures that all plays are rehearsing on schedule.

### **Responsibilities:**

- Works with the Artistic Director to schedule and host playwright workshops.
- Works with the Marketing Director to advertise playwright workshops.
- Maintains professional communication with potential playwrights.
- CC's the Artistic Director on all communications regarding these workshops,
- Guides potential playwrights toward better writing and understanding while editing their material.
- Works with the Artistic Director to coordinate the submission process for the Original Play Festival.
- Participates on a Reading Committee actively consisting of the Producer and Artistic Director
- Orchestrates major technical elements, theme, and overarching structure of the Original Play Festival.
- Clears major components of above vision for the Festival with the Artistic Director before proceeding.
- Ensures rehearsal reports, contact sheets, and props lists and ground plans are created and circulated from directors to the Coordinator.
- Selects and oversees a Stage Manager if necessary.
- Organizes tech week rehearsal schedule, including blocking transitions.
- Works with the Marketing Director to market the Festival.
- Communicates set, lights, and sound information to the Managing Director(s).
- Addresses the needs and concerns of OPF playwrights and directors, forwarding any larger concerns to the Artistic Director as needed.
- Keeps open communication with the directors and continually checks in on their progress throughout the rehearsal and production process.
- Attends all of tech week and each OPF performance date and time.
- May not act in the Original Play Festival but is permitted to propose original work to be selected for OPF or apply to direct in OPF.
- Attends all general board meetings.

# Directors' Showcase Coordinator

**Description:** Provides guidance and structure for the annual Directors' Showcase, working with new and aspiring directors. As part of the selection process, the Coordinator (or Coordinators) works on selecting plays and advising applicants. During production, the Coordinator designs major elements of the production and ensures that all plays are rehearsing on schedule.

## **Responsibilities:**

- Orchestrates major technical elements, theme, and overarching structure of the Director's Showcase.
- Clears major components of above vision for the Showcase with the Artistic Director before proceeding.
- Ensures rehearsal reports, contact sheets, and props lists and ground plans are created and circulated from directors to the Coordinator.
- Selects and oversees a Stage Manager if necessary.
- Organizes tech week rehearsal schedule, including blocking transitions.
- Works with the Marketing Director to advertise the Showcase.
- Communicates set information to the Managing Director.
- Addresses the needs and concerns of the Showcase playwrights and directors, forwarding any larger concerns to the Artistic Director as needed.
- Keeps open communication with the directors and continually checks in on their progress throughout the rehearsal and production process.
- Attends all of tech week and each DS performance date and time.
- May not act in the Directors' Showcase.
- Attends all general board meetings.

# MANAGING DEPARTMENT

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*REPORTS DIRECTLY TO THE PRODUCTION MANAGER*

## Technical Director

**Description:** Contributes in constructing all sets for all Cabaret Theatre productions within the season as well as helps to organize all set builds within the Managing Department and aiding the Production Manager as needed.

**Responsibilities:**

- Ensures all sets are constructed for all productions throughout the season.
- Maintains all technical/set equipment in Cabaret Theatre.
- Ensures that the sets are designed with the artistic integrity of the show in mind.
- Meets with Directors a month before opening in order to solidify the set design.
- Organizes and Leads builds, strikes, and clean up in the space with the collaboration with the Production Manager.
- Helps the Managing Director(s) with recruiting a technical crew and mentoring individuals interested in learning more about building, lighting, sound, etc.
- Plans and completes the strike of the set of every production within 48 hours of the closing of that production.
- Attends all general board meetings.

## Associate Technical Director (“Technical Special Events Coordinator”)

**Description:** Assists the Managing Department as needed, providing a helping hand to both the Production Manager and Technical Director(s) in any way needed.

### **Responsibilities:**

- Assists technical director in all facets of set building, lighting, sound, etc. as needed.
- While not responsible for specialized aspects of staging, such as lighting design, sound design, or set design, should remain in communication regarding these areas.
- Ensures, along with the Technical Director, that the technical aspects of the show are satisfactory by the dress rehearsal of each production.
- Works with the directors to make sure that everything is communicated properly with the Technical Director in regards to artistic vision and is completed on the timetable established by the Production Manager.
- Assists other general board members to recruit any required technical stage and assist in technical area that is needed during tech week.
- Acts as a liaison between director and other general board members for technical design and helped execute all tech elements as needed.
- Takes attendance at all technical events and reporting this information to the Production Manager prior to completion of the program.
- Attends all general board meetings.



# House Manager

**Description:** Manages the space immediately before, during, and after performances and coordinates the seating and hosting of the audience. In charge of organization and inventory of costumes and props in Cabaret Theatre's storage areas.

## **Responsibilities:**

- Confirms with the production's director that all costumes and props needed are procured by Wednesday of tech week.
- Organizes costume strikes, including the return of any rentals or property of Cabaret Theatre to the basement.
- Responsible for other organizations borrowing props and costumes and making sure that they are returned.
- Provides plans for the maintenance and repair of costumes.
- Manages the organization of costumes and prop area.
- Keeps an inventory of available items.
- Ensures that the space is ready for performance as far as cleanliness and safety, communicating with the Production Manager if this is not completed properly, and ensuring that it is before the house opens.
- Assists patrons and delegates responsibilities to house staff (e.g. usher, hand out programs, make sure people use the stairs, etc.).
- Finds ushers for being on staff (or finding a replacement) for all events that occur in the space (main stages and special events).
- Ensures that the lobby, theatre space, and bathrooms are presentable before each performance.
- Ensures that the house staff is well-mannered, polite, and follows a professional dress code as representatives of Cabaret Theatre interacting with patrons.
- Coordinates "opening house:" assuring that the technical crew is ready and the cast is downstairs before letting patrons into the space.
- Prepares to open house for patrons no later than 30 minutes before the performance time, in the event that the lobby is crowded.
- Delivers or arranges the delivery of the house speech (mentioning fire exits, reminding patrons to turn off cell phones, prohibiting flash photography, and stating upcoming events) unless it is indicated by the director that they would like to give their own house speech.
- Attends all general board meetings.

# Finance Department

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*REPORTS DIRECTLY TO THE DIRECTOR OF FINANCE*

## Box Office Manager

**Description:** The Box Office Manager is responsible for all of the Box Officer's tasks as well as overseeing the Box Officers in the event that the Director of Finance is not in attendance, assisting with the online ticketing system, and working with the House Manager to determine seat counts.

### **Responsibilities:**

- Maintains the Cabaret Theatre Gmail account.
- Provides a positive first impression of Cabaret Theatre via email and in person.
- Answers general inquiries about the theatre made to the Gmail account.
- Determines the final seat count with the help of the Director and House Manager. A preliminary final count should be provided to the Box Office Manager by the Production Department at least one week before tech week, though the number can change if necessary.
- Attends to the box office a minimum of two shows per each mainstage production and a minimum of one show per each special event.
- Coordinates the box officers such that there are two box officers each show for mainstage productions and a minimum of one officer each show for special events.
- Arrives at least one hour and thirty minutes prior to the beginning of the show each night to meet with the House Manager and ushers and discuss when the doors to the theatre and house will open (a decision ultimately left to the House Manager).
- Coordinates the pickup of concessions (candy and Coke-product beverages).
- Remains in the lobby during the first 15-30 minutes of the show to either sell tickets to latecomers or to send them away.
- Counts money prior to intermission and after intermission.
- Sells concessions during intermission.
- Attends all general board meetings.

## Box Office Assistant(s)

**Description:** The Box Office Assistant(s) is/are responsible primarily for the reservation system and the sale of tickets on site. They also assist the Box Office Manager as needed.

### **Responsibilities:**

- Maintains the Cabaret Theatre Gmail account when the Box Office Manager is unable to.
- Provides a positive first impression of Cabaret Theatre via email and in person.
- Answers general inquiries about the theatre made to the Gmail account when the Box Office Manager is unable to.
- Attends to the box office a minimum of one show per each mainstage production.
- Arrives at least one hour and thirty minutes prior to the beginning of the show each night.
- Remains in the lobby during the first 15-30 minutes of the show to either sell tickets to latecomers or to send them away.
- Counts money prior to intermission and after intermission.
- Sells concessions during intermission.
- Attends all general board meetings.

# Marketing Department

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*REPORTS DIRECTLY TO THE DIRECTOR OF MARKETING*

## Graphic Designer

**Description:** Designs graphics for Cabaret Theatre promotional purposes that uphold the artistic vision of a production and the image of Cabaret Theatre. Responsible for creating the programs for Cabaret Theatre shows.

### **Responsibilities:**

- Provides designs for shows and events at Cabaret for use as advertising and promotional materials.
- With the Marketing Director, assists directors in developing marketing materials.
- Creates the programs for every Cabaret Theatre main stage and special projects.
- Will be responsible for sending the programs to the Producer, Artistic Director, and Marketing Director for Approval.
- Will be responsible for going to get the Programs printed and will communicate with the Director of Finance about payment.
- Attends all general board meetings.

# Social Media Chair

**Description:** Spearheads the image and presence of Cabaret Theatre on the Internet to build audience and membership.

**Responsibilities:**

- Manages blog and posting on a weekly/bi-weekly basis about events at Cabaret Theatre.
- Assists the Marketing Director in usage of Twitter account, Facebook account, Blog, and Website.
- Runs contests conducted through Twitter and Instagram
- Will be responsible in responding and re-posting to users who interact with Cabaret Theatre Handle.
- Maintains affable yet professional behavior when using any form of Cabaret Theatre's social media.
- Attends all general board meetings.

# Press Secretary

**Description:** Organizes and distributes press releases for all main stage productions and special projects. Facilitates and organizes recruitment and outreach events that include but are not limited to the Involvement Fairs, tabling at campus events, and other events that increase Cabaret Theatre's presence at Rutgers. Responsible for taking the minutes and attendance at General Board meetings.

## **Responsibilities:**

- Organizes information about the show and reporting it to local media outlets.
- Builds connections with student/local media outlets.
- Ensures information that is communicated is accurate and does not misrepresent Cabaret Theatre or details about the production.
- Plans and tables for the involvement fair(s).
- Follows up with those who signed up during the involvement fair and/or direct those people to the proper departments.
- Plans/tables for campus days or other events at which we could gain members with the approval of the Producer.
- Plans and tables for Rutgers Day.
- Assists the Special Events Coordinator with events that help the presence/name of Cabaret Theatre such as the Bed Races.
- Brainstorms and maintains initiatives to increase membership throughout the year.
- Takes both the attendance and minutes at every general board meeting.
- Sends the minutes to the Executive and General Board for approval within 24 hours of the general board meeting.
- Attends all general board meetings.

# Videographer/Photographer

**Description:** Takes and organizes photographs of Cabaret Theatre productions for archival and marketing purposes. Makes video recordings of Cabaret Theatre Productions for archival and marketing purposes.

**Responsibilities:**

- Works with the director before tech week to arrange a photo call for the production staff and cast.
- Coordinates the publication and printing of images.
- Records performances/rehearsals for archival purposes.
- Creates video advertisements for YouTube/Usage in social media.
- Attends all general board meetings.

# Marquee Specialist

**Description:** Responsible for designing the Cabaret Theatre's Marquee.

**Responsibilities:**

- Designs and carries out the design of the Marquee
- Ensures the Marquee is put up **before** tech week begins
- CC's the Artistic Director, Producer, and Marketing Director on all communications regarding the Marquee.
- Consults with the Director, Artistic Director, and Marketing Director before making any decisions regarding the marquee.
- Attends all general board meetings.