

Position	Brief Summary of Duties
Management Committee and Executive (must be over 18)	
MRT is an incorporated association. The role of the Management Committee includes:	
<ul style="list-style-type: none"> managing the theatre's financial affairs and maintaining its financial viability ensuring the theatre acts in accordance with its objects or purposes (in our case these are spelled out in our Constitution and Mission Statement available here: http://www.maitlandreptheatre.org/joining-and-volunteering/) meeting all legal requirements. 	
President	As above and attend meetings, lead the theatre, lead and chair meetings
Snr Vice President	As above and attend meetings, support and stand in for President when necessary
Jnr Vice President	As above and attend meetings, support and stand in for President, when necessary
Secretary	As above and attend meetings, take minutes, deal with correspondence, maintain records.
Treasurer	As above and attend meetings, keep financial records in order, report to meetings
Committee Member (7)	As above and attend meetings, deal with matters at committee meetings
Alternative Committee Member (3)	Stay up to date with committee meeting matters, may be called to attend and vote at committee meetings if insufficient committee members are available for a quorum
Other Positions These positions below, while not specified in our Constitution, are necessary for the running of the theatre.	
Casting Director	Liaise with Directors, lead and organise casting committee and casting committee reserves for auditions
Casting Committee (4 or 5)	Attend auditions and assist in casting plays
Casting Committee Reserves (3 or 4)	3 or 4 members prepared to act as backup for the Casting Committee members
Lighting/Tech	Communicate with directors and production managers and co-ordinate lighting and sound for productions.
Roster	Organise volunteers, prepare and distribute roster for front of house, ushers and catering for performances
Wardrobe Officers and team	Co-opt volunteers, co-ordinate, source, prepare costumes for production and maintain costume storage
Makeup	Maintain supplies of make up and organise application of make up for productions
Stage Manager Overseeing	Work with directors and co-ordinate stage managers
Properties	Organise and take charge of properties
Publicity	Head and direct publicity and marketing team. Organise production and erection of large banners, organise newspaper and media promotions, organise poster, flyer and program production and distribution. Communicate with Management Committee. Liaise with MVIC re ticketing
Publicity and Social Media	Drive social media interactions
Season Tickets	Organise, arrange, promote and sell season tickets
Catering Officer	Organisation and purchase of supplies and preparation of suppers for shows
eNews Editor	Source information, edit and format and email mailchimp eNews
Membership	Collect membership fees, forms and information, maintain membership database
Social Organiser	Organise events for the enjoyment of members such as Christmas Parties, Trivia Nights and Club Nights
Health and Safety	Contact point and liaison with members about health and safety matters.