



## PRODUCER'S JOB DESCRIPTION

### OVERVIEW

The Producer is a representative of the Board of Directors and answers only to the board; the Producer and must follow FVP policies and procedures at all times. Any communication with the Board of Directors, other than that which may take place at a board meeting, will be made through the Chairman.

It is the Producer's responsibility to coordinate and ensure that the production is of the highest quality. The Producer must obtain a copy of the Producer's Handbook and read it through before beginning work on the production.

Consistent with Article VI, Section 7 of the FVP Bylaws, the Producer may eject any crew member at any time if the crew member fails to perform their duties in accordance with job descriptions set forth in the Producer's Handbook.

Note: The Producer **must** meet with the Board Chair and the Treasurer prior to auditions to sign a paid position Letter of Agreement form. Blank "Letter of Agreement" forms are to be found in the top drawer of the file cabinet in the office; a copy of this form shall also be retained with the Guidelines. Signed letters of agreement are to be filed in the file cabinet in the office.

### SPECIFIC JOB DUTIES

The Producer **Must**:

1. Assist with Auditions, Casting, Rehearsals, and Strike as specified in the Producer's Handbook
2. Recruit and manage the Production Staff (*see* PRODUCTION STAFF section, below).
3. Ensure all cast members and volunteers are up to date with their FVP memberships.
4. Maintain list of complimentary tickets and provide said list to Treasurer.
5. Be present at rehearsals three nights per week (or less frequently, at the Artistic Director's discretion), and encouraged to attend the performances.

### PRODUCTION STAFF

1. The Producer is responsible for recruitment and ultimate organization of production staff [contact the membership/database chair for a list of names and telephone numbers of people who might volunteer], and must enlist people to complete the jobs set forth below. To the extent necessary, job descriptions shall be maintained in the Producer's Handbook.
  - a. Tickets.
    - i. The Producer is responsible for ensuring that volunteers are trained in ticketing procedures and provided with the Vendini Ticket process handout from the Producer's Handbook.
    - ii. In order to sell tickets at shows, volunteers will need a computer with

Ticket Agent software downloaded (available for download on Vendini site).

- b. Publicity & Program Insert
    - i. The Producer should work with the chair of the Marketing Committee on show advertising.
    - ii. The Producer shall instruct the person doing the insert to use the “Kitchen Witches” insert for an example (available in Producer’s Handbook); detailed information regarding the contents of the Program Insert is also maintained in the Producer’s Handbook.
  - c. Photographer.
    - i. The Producer is required to ensure that cast headshots are taken for the board in the lobby as well as a portrait for the wall display.
    - ii. **If the producer wishes to video record a dress rehearsal for educational purposes, authorization must be given by the Licensor of the copyright holder.**
  - d. House & Facilities
  - e. Set Design and Construction.
  - f. Props.
  - g. Costumes.
  - h. Musical Director.
  - i. Conductor.
  - j. Musicians.
  - k. Rehearsal Pianist.
2. The Producer should know the responsibilities of each of the production staff roles and supply the persons in charges of those roles with a copy of their job description and a list of possible workers. Have each individual initial their job description to assure that they have read it. Along with the job description, the chairmen should also be given a copy the Volunteer Policy. We expect that everyone will utilize the volunteers efficiently and with a great deal of appreciation. Any questions should be answered at that time to ensure that the chairmen understand what is expected by the FVP.
  3. Give a list of all cast, crew and volunteers to the person in charge of updating the FVP database.

### PRODUCTION MEETINGS

1. A pre-production meeting should be held as soon as possible after the completion of casting. Topics to be discussed include, but are not limited to the following:
  - a. Deadlines for various jobs.
  - b. Schedules.
  - c. Job descriptions.
  - d. Cast and crew telephone numbers and e-mail addresses.
  - e. A membership list for each chairman.
  - f. A copy of the budget.
  - g. A tax-exempt form for purchases. (A receipt is required for reimbursement.)
  - h. All receipts for expenditures must be turned in to the Treasurer and/or Producer as soon as possible.

2. The Producer must keep track of all exchanges worth noting between cast, volunteers, patrons, box offices, etc.
3. The Producer must maintain a copy of all complimentary tickets to submit to treasurer.
4. A post-production meeting must be scheduled no more than 30 days after the close of the production. Board members should be invited.
  - a. Volunteers should discuss problems/challenges which they experienced and offer suggestions for improvement that could be incorporated in future productions.
  - b. Following the meeting, the Producer should provide suggestions for the Producer's Handbook to the Chair of the Bylaws & Guidelines Committee.

#### INCIDENTALS

1. The FVP cannot sponsor the purchase of show tee-shirts or sweatshirts. However, if the cast and crew would like to have such a memento, they are responsible for the design of the shirts, with the approval of the Producer. The cast and crew are totally responsible for having the shirts produced, paying for them, and collecting the fees from the participants.
2. Any deviation from the amount of salary or percentages for paid positions must be approved by the Board of Directors.

*Fenton*  
VILLAGE PLAYERS