

LGBT History Project of the LGBT Center of Central PA

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Documents Online

Title: Lily White & Company Employment Outreach

Date: circa 1995

Location: LGBT-043 Lily White & Company Collection

Contact:

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Lily White & Company, Inc.

JOB DESCRIPTION

JOB TITLE: Artistic Director

REPORTS TO: Board of Directors

APPOINTMENT: Appointed annually by the Board of Directors

The Artistic Director is responsible for the product of Lily White & Company. It is an aesthetic duty, i.d. to coordinate the best production possible by:

- 1) Providing significant leadership in
 - a) show selection and development
 - b) season development
 - c) repertoire expansion
- 2) Providing scheduling for and conducting
 - a) appropriate casting sessions
 - b) rehearsals and technical rehearsals
- 3) Consulting with and supervising guest directors, designers, choreographers, musical directors, and other personnel whose work is directly production-related.
- 4) Maintaining the quality of performance of repertoire, especially in touring.
- 5) Developing new progressing that will expand the artistic output and further the mission of Lily White & Company.

In conjunction with the Managing Director, Finance Committee and Board of Directors, the Artistic Director will, as appropriate:

- 1) Develop specific production budget proposals.
- 2) Develop a workable annual budget and monitor production-related expenses that they stay within those budgetary limits.
- 3) Develop an annual calendar of events.
- 4) Assist in the development and implementation of promotional, public relations and fundraising events for the Company.
- 5) Attend all meetings of the Board of Directors and Executive Committee.

Approved 1/14/92

Lily White & Company, Inc.

JOB DESCRIPTION

JOB TITLE: Managing Director

REPORTS TO: Board of Directors

APPOINTMENT: Appointed annually by the Board of Directors

The Managing Director is responsible for the day-to-day business management and development needs of Lily White & Company by providing leadership and direction in:

- 1) The overall planning of the budget process
 - a) working with the Artistic Director and Finance Committee to develop a budget
- 2) Monitoring expenses to ensure fiscal integrity
 - a) working with the Treasurer to establish an efficient accounts management system
- 3) The implementation, supervision, coordination and evaluation of:
 - a) all ticket sales and performance fees
 - b) all fundraising activities
 - c) all gift/grant activities
 - d) all program advertising
 - e) all income-producing services
- 4) Obtaining all necessary permits/licenses for all Lily White & Company events.

In cooperation with the Artistic Director, Board of Directors and volunteers, the Managing Director will assist in the administration, promotion and development of Lily White & Company, Inc. and L.W. & Co. performances, including:

- 1) Planning and executing all public relations, promotional and advertising activities.
- 2) Developing a plan for patron projects, ticket sales and the recruitment of new volunteers.
- 3) Serving as a liaison with various community and support groups.
- 4) Developing a yearly calendar of events including work deadlines, board meetings, performances and tours.
- 5) Developing out-of-town outlets for touring performances, negotiating all performance contracts, and scheduling accommodations for cast and crew as necessary.
- 6) Attending all meetings of the Board of Directors and Executive Committee.

Approved 1/14/92 - Revised as per By-Laws amendments 1/7/93

Lily White & Company, Inc.

JOB DESCRIPTION

JOB TITLE: Producer

REPORTS TO: Managing Director

APPOINTMENT: Assigned on a show-by-show basis by Managing Director

A Producer is assigned on a show-by-show basis as an assistant to the Managing Director for the implementation of promotional, advertising and sales activities of a specific productions. All duties are assigned by the Managing Director and may include, but not be limited to, the following:

- 1) Development of promotional/PR materials for the production, i.e. posters, flyers, ads, etc.
- 2) Assist in patron of other mailings and fundraising.
- 3) Printing, numbering, distributing and accounting of all tickets.
- 4) Compilation, printing and assembling of programs.
- 5) Proofreading all work.
- 6) Maintain office "file copies" of all work relative to the production.
- 7) Carry out bookkeeping procedures for the production.
- 8) Acquire volunteers for various "front of house" activities, i.e. door, ticket sales, ushers, coat check persons, etc.
- 9) Assist in transportation and accommodation arrangements for Lily White & Company, Inc. tours.

Approved 1/14/92

JOB DESCRIPTION

JOB TITLE: Technical Assistant

REPORTS TO: Artistic Director

APPOINTMENT: Assigned on a show-by-show basis by Artistic Director

The Technical Assistant is assigned, like the Producer, on a show-by-show basis to coordinate the technical personnel and aspects of a specific production in cooperation with the Director. The Technical Assistant and Stage Manager may, but not necessarily, be the same person. The Technical Assistant's duties are assigned by the Director and may include, but are not limited to, the following:

- 1) Acquire the technical volunteers for a production including:
 - a) Stage Manager and Assistant(s)
 - b) Choreographer(s)
 - c) Music Director
 - d) Designers, i.e. sets, costumes, props, lights, sound, hair & make-up
 - e) Crew people, as needed, for building, put-in and strike for each of the above areas.
- 2) Arrange for, pick up, delivery and return of any equipment that is to be rented for a production.
- 3) Secure rehearsal space for the production.
- 4) Develop set-up and strike guidelines and assignments for the performance(s) and arrange for the transportation of all sets and equipment to and from the performance area.
- 5) Supervise the proper storage of all Lily White & Company property as well as the return of any loaned or rented items.
- 6) Maintain close communication by means of regularly scheduled production meetings and other contacts among the Director, designers and other department heads for speedy response to a performance's specific needs.

Approved 1/14/92

JOB DESCRIPTION

JOB TITLE: Stage Manager

REPORTS TO: Artistic Director
Technical Director

APPOINTMENT: Assigned on a show-by-show basis by Technical Assistant

The Stage Manager may be assigned on a show-by-show basis or be made a Company appointment. As the Stage Manager is the Director's "other eyes and ears," he/she must be well versed in theater procedure and technique in order to function well with actors and technicians alike. In addition to various other duties assigned to him/her by the director, the Stage Manager's responsibilities include:

- 1) On-site organization during casting calls: collecting information cards, establishing an audition order, announcements, calls and thank-you's.
- 2) Developing a cast list with addresses and phone numbers; a cast attendance sheet with schedule conflicts noted; notifying cast and crew of rehearsal calls and changes, times and place; telephoning late people; and following up the next day on people absent without an excuse.
- 3) Maintaining a rehearsal book with all show materials including lyrics, blocking, technical notes and schedules.
- 4) Attending all rehearsals and transcribing all blocking, choreography and notes for each number to avoid future confusion in rehearsals as well as to give blocking notes to any actor who missed a rehearsal so they are up to level at their next rehearsal.
- 5) Attending to the efficient running of rehearsals and maintaining order among the cast while they are not on stage.
- 6) Assembling tech cue sheets, arranging for production meeting(s) and a paper tech rehearsal to work out the details of a specific production or performance.
- 7) Conducting the final run-through and technical rehearsals, checking running time, handling technical problems, and organizing crew people.
- 8) Overseeing set up, strike and the running of the performance(s). Once a show is at performance day, it becomes the Stage Manager's total responsibility. It is his/her job to see that all areas, behind stage, on stage and in the house, are running on schedule and to handle any problems that may arise.
- 9) Rehearsing any understudy or replacement performer(s) and to run all "brush-up" rehearsals or run-throughs, as well as any rehearsal where the director is unavailable or detained.

Essentially, whenever the Director is not there, the responsibility for a show will rest on the Stage Manager as it is he/she who, by means of their close association with the director and the production, can make the most informed decisions about the cast, crew or performance.

Approved 1/14/92