Central Alberta Theatre

Social Convenor, Live Theatre

The Social Convenor works together with the Vice President - Productions and the Production Manager to support the positive, playful, teamwork experience of volunteering for live theatre at CAT by planning designated social events before, during and at the completion of the run of CAT's live theatre productions for a theatre season.

A social convenor is warm, friendly, fun-loving and welcoming. They are organized, punctual, reliable and enjoy socializing.

Duties

- In conjunction with the Production Manager, plan and supply food and beverages for load-in days (and other days in Tech Week if requested by the Production Manager) and provide clean up
- In conjunction with the Vice President – Productions and the Volunteer Manager, plan and execute opening night events and closing night parties (arrange for food, beverages, mementos, decorations/themes if desired and clean-up)
- Operate according to each production's budget as provided by the Production Manager, and follow the procedure for submitting expenses
- Become familiar with the written board-approved policies and procedures as they relate to CAT productions and follow them
- Share the vision and mission of CAT

Etiquette

Social Convenors commit to behavioural etiquette throughout their time with the production in order to show respect to their craft, the director, actors, the play, the production team, their audience, and CAT.

Overall

- I will **<u>always</u>** treat everyone who is a part of the production with respect and dignity (i.e. the backstage crew, stage manager, director, actors, production manager, Vice President – Productions, designers, technicians, etc.)
- I shall look upon the production as a collective effort demanding my utmost cooperation. Hence, I will forgo the gratification of ego for the demands of the play
- I will not arrive for my volunteer work under the influence of any drugs or substances for this will automatically remove me from the production