**COSTUMER**

**CONTRACT: 2017-2018**

**JOB DESCRIPTION**

* Design all costumes for the 2017/2018 season.
* Be responsible for the completion of all costumes (Including measurements, fittings and necessary rental negotiations) deemed necessary and appropriate for the following shows:

# Wonder of the World

*The Shape of Things*

*Home For the Holidays*

*Treasure Island*

*Laura*

*Proof*

*Cabaret*

*Big River*

* Solicit and oversee all volunteers needed to accomplish the costume design.
* Purchase or rent all materials needed to achieve completion of the costume design.
* Have all costumes completed one week prior to the preview performance of each show.
* Maintain, launder and do all repairs deemed necessary on all costumes during the run of all shows.
* Maintain the costume shop, costume storage and all construction equipment.
* Adhere to the annual budget for costume construction and maintenance.
* Oversee the ordering and maintenance of all make‑up supplies needed for the season.
* Oversee rental of costume inventory.
* Attend all scheduled production meetings and weekly staff meetings.

It is also agreed that the employee will promptly perform all duties pertaining to said position, that are, or may hereafter be, required of him/her by the Corporation during said term of employment.

The term of employment is from August 15, 2017 to July 31, 2018.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# TECHNICAL DIRECTOR

**CONTRACT: 2017-2018**

**JOB DESCRIPTION**

* Critique all submitted designs from a feasibility of construction and budgetary standpoint.
* Build and supervise construction of all scenery and props designed for the 2002/03 season.
* Design light plot and set light cues for said shows.
* Organize and supervise strike of sets for said shows.
* Maintain shop, stage house and all construction/production equipment.
* Create a master Production Schedule Calendar for 2002/03 season.
* Create and maintain Production Budgets for said shows.
* Coordinate and supervise any technical assistance provided by TCR for rental of facility.\*
* Solicit and supervise any assistants necessary to build and run said shows.
* Oversee Volunteers, Designers, Assistant Technical Director and any paid assistants.
* Attend weekly staff meetings.

\* Pay for special events in our facility is not covered by this contract and will be negotiated on a per event basis. The Technical Director may choose to delegate the work to another qualified technician. The Technical Director will be consulted in advance of all special events on the feasibility of booking said events.

It is also agreed that the employee will promptly perform all duties pertaining to said position, that are, or may hereafter be, required of him/her by the Corporation during said term of employment.

The term of employment is from August 1, 2017 to July 31, 2018.

The salary herein provided for shall cover two weeks of vacation during each contract year, with said vacation period to be selected by the Employee at his/her discretion with approval of the Executive Director.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ASSISTANT BOX OFFICE MANAGER**

**CONTRACT: 2017-2018**

**JOB DESCRIPTION**

* Assist in all phases of ticket reservations.
* Assist in scheduling Hosts and Hostesses for performances.
* Open and close the cash register as needed.
* Must be able to complete Box Office daily worksheets when requested by Audience Services Director.
* Work with the Audience Services Director to schedule box office staffing for performances.
* Perform as House Manager on the shows deemed necessary by the Audience Services Director.
* Responsible for selecting concessions to be offered for each individual show and securing their availability.
* Familiarity with all scripts in season.
* The Assistant Box Office Manager is responsible to the Audience Services Director.

It is also agreed that the employee will promptly perform all duties pertaining to said position, that are, or may hereafter be, required of him/her by the Corporation during said term of employment.

The term of employment is from August 1, 2017 to July 31, 2018.

This salary represents an average of 30 hours per week in the Box Office.

The salary herein provided for shall cover two weeks of vacation during each contract year, with said vacation period to be selected by the Employee at his/her discretion with approval of the Box Office Manager.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ASSOCIATE DIRECTOR**

**CONTRACT: 2017-2018**

**JOB DESCRIPTION**

* Director of Marketing.
* Create and maintainmaster scheduling calendar.
* Coordinate and manage day by day office activities.
* Responsible for design and execution of all media promotions, show programs and all printed materials.
* Manage the Promotions Budget.
* Assist in the annual budgeting process and design of budget.
* Give monthly financial reports to the Board of Directors.
* Conduct weekly staff meetings.
* Act as Artistic Director for no more than two shows per season.
* Attend play selection committee meetings.
* Act as facilities coordinator for any special event booked into the theatre.

It is also agreed that the employee will promptly perform all duties pertaining to said position, that are, or may hereafter be, required of him/her by the Corporation during said term of employment.

The term of employment is from August 1, 2017 to July 31, 2018.

The salary herein provided for shall cover three weeks of vacation during each contract year, with said vacation period to be selected by the Employee at his/her discretion with approval of the Executive Director.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MUSIC DIRECTOR/ EDUCATION DIRECTOR**

**CONTRACT: 2017-2018**

**JOB DESCRIPTION**

* Responsible for coordination of all live music performed at the theatre.
* Act as music director and conductor of all Mainstage musicals.
* Solicit and hire all musicians (volunteer or paid) needed to accomplish the score of all musical endeavors.
* Assist in and/or solicit arrangements of any special shows created by the staff.
* Attend play selection committee meetings.
* Manage the Youtheatre Program.
* Create an annual budget for all educational components of the theatre.
* Conduct three sessions of classes offered in fall, winter and spring.
* Conduct a Summer Camp for dramatic arts for children.
* Work with the Executive Director and Board representative for Education toward expansion and long-range plan for the Youtheatre Program.
* Handle youth tours of the facility, workshops and any children's educational requests which come into the office.
* Assist in the solicitation and execution of an outside Artist's Series for children. (Touring shows, artist workshops, etc.)

It is also agreed that the employee will promptly perform all duties pertaining to said position, that are, or may hereafter be, required of him/her by the Corporation during said term of employment.

The term of employment is from August 1, 2017 to July 31, 2018.

The salary herein provided for shall cover three weeks of vacation during each contract year, with said vacation period to be selected by the Employee at his/her discretion with approval of the Executive Director.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CUSTODIAN**

**CONTRACT: 2017-2018**

**JOB DESCRIPTION**

* The Custodian will maintain the safety, comfort, cleanliness and overall appearance of the Theatre Cedar Rapids facility and environs including: All lobbies, stairways, restrooms, office spaces, auditorium, rehearsal hall, dressing rooms, make-up areas and green room.
* With the help of the Executive Director, the Custodian will create and implement a master schedule of daily, weekly, monthly and yearly job duties.
* The Custodian is responsible for all light-duty maintenance of the facility.
* The Custodian will be in charge of up-dating both marquees and all outdoor poster placements.
* The Custodian is responsible to the Executive Director.

It is also agreed that the employee will promptly perform all duties pertaining to said position, that are, or may hereafter be, required of him/her by the Corporation during said term of employment.

The term of employment is from August 1, 2017 to July 31, 2018.

The salary herein provided for shall cover two weeks of vacation during each contract year, with said vacation period to be selected by the Employee at his/her discretion with approval of the Executive Director.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ASSISTANT TECHNICAL DIRECTOR**

**CONTRACT: 2017-2018**

**JOB DESCRIPTION**

* Assist in all scenery construction as directed by the Technical Director.
* Help maintain shop, shop equipment and stage house.
* Maintain lighting equipment.
* Assist in light hang for all Mainstage and Linge Series shows.
* Assist designer in scene painting and decoration as directed by the Technical Director.
* Be responsible for the acquisition and/or construction of hand properties for all shows.

It is also agreed that the employee will promptly perform all duties pertaining to said position, that are, or may hereafter be, required of him/her by the Corporation during said term of employment.

The term of employment is from August 1, 2017 to July 31, 2018.

The salary herein provided for shall cover two weeks of vacation during each contract year, with said vacation period to be selected by the Employee at his/her discretion with approval of the Executive Director.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SALES/DEVELOPMENT DIRECTOR**

# CONTRACT: 2017-2018

**JOB DESCRIPTION**

* Solicit, secure and oversee annual **Patronage** and **Corporate Giving Campaign.**
* Solicit and secure **Program Advertising, Corporate Ticket, Group Sales and Special Performance Programs,** any **Grants** deemed viable by the theatreand **Sponsorship** of all shows and events deemed appropriate.
* Create and oversee the execution of **Fund Raising Events.**
* Create and maintain budgets for all areas mentioned.
* Create a master calendar for all areas mentioned.
* Create and/or supervise execution of all support materials in areas mentioned.
* Create a quarterly report summary for all areas mentioned.
* Create an annual end‑of‑the‑year evaluation of Development Program.
* Maintain necessary correspondence.
* Input and manage all data pertinent to the Development department.
* Solicit and execute speaking engagements which are of benefit to the theatre.
* Attend Executive Board Committee meetings.
* Attend play selection committee meetings.
* The Development Director is responsible to the Executive Director of the theatre.

It is also agreed that the employee will promptly perform all duties pertaining to said position, that are, or may hereafter be, required of him/her by the Corporation during said term of employment.

The term of employment is from August 1, 2017 to July 31, 2018.

The salary herein provided for shall cover two weeks of vacation during each contract year, with said vacation period to be selected by the Employee at his/her discretion with approval of the Executive Director.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECEPTIONIST**

**CONTRACT: 2017-2018**

**JOB DESCRIPTION**

* Act as phone receptionist at the front desk.
* Open and route all mail to staff.
* Keep a log of times staff are in and out of the building.
* Keep records of active volunteers and keep contact with new volunteers.
* Assist in risograph printing, folding machine operation, xeroxing as directed.
* Handle all bulk mailings generated in‑house. Specifically final bagging and preparation for post office, including solicitation of volunteers to accomplish the mailings.
* Assist in telephone solicitations of former donors and ticket holders.
* Maintain script file and library.

It is also agreed that the employee will promptly perform all duties pertaining to said position, that are, or may hereafter be, required of him/her by the Corporation during said term of employment.

The term of employment is from August 1, 2017 to July 31, 2018.

The salary herein provided for shall cover two weeks of vacation during each contract year, with said vacation period to be selected by the Employee at his/her discretion with approval of the Executive Director.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BOOKEEPER/DEVELOPMENT ASSISTANT**

**CONTRACT: 2017-2018**

**JOB DESCRIPTION**

* Keep financial books for all functions of the theatre.
* Assist in the creation of the annual budget.
* Create monthly financial statements for the Board of Directors.
* Responsible for data entry of all donations to the theatre.
* Responsible for all payroll activities.
* Act as staff coordinator for all Health Insurance/ Workman's Comp. activities.
* Generate thank you letters to contributors.
* Maintain donor database.
* Generate quarterly reports of Development activities.
* Telephone solicitation of past donors and season ticket holders.
* Assist in bulk mailings of solicitations.
* Various secretarial duties as needed for Development activities.
* Act as receptionist when the receptionist is unavailable.

It is also agreed that the employee will promptly perform all duties pertaining to said position, that are, or may hereafter be, required of him/her by the Corporation during said term of employment,

The term of employment is from August 1, 2017 to July 31, 2018.

The salary herein provided for shall cover three weeks of vacation during each contract year, with said vacation period to be selected by the Employee at his/her discretion with approval of the Executive Director.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BOX OFFICE MANAGER**

**CONTRACT: 2017-2018**

**JOB DESCRIPTION**

* Responsible for all operations conducted in the Box Office.
* Responsible for ticket sales, daily deposits, cash balances, data base entry, label production, financial reports, customer satisfaction, etc.
* Responsible for Box Office personnel (Box Office Assistant, House Manager and Volunteers).
* Attend all weekly staff meetings.
* Attend play selection committee meetings.
* Decision making input on all matters which affect Box Office operations.
* Help to establish future expansion of Box Office for other community use.

It is also agreed that the employee will promptly perform all duties pertaining to said position, that are, or may hereafter be, required of him/her by the Corporation during said term of employment.

The term of employment is from August 1, 2017 to July 31, 2018.

The salary herein provided for shall cover three weeks of vacation during each contract year, with said vacation period to be selected by the Employee at his/her discretion with approval of the Executive Director.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_