

Leading Team Descriptions

Business Coordinator

The Business Coordinator will be accountable for all financial record-keeping, accounts receivable and accounts payable. Responsibilities for this role include, but are not limited to securing production rights, scripts, music and related production materials, follow Starlight Community Theater Policies and Procedures; and, other duties as assigned by the Managing Director.

Box Office Coordinator

The Box Office Coordinator will work with the Managing Director and Show Producer to manage ticket sales including presale, online, and tickets sold at the door. They will record daily ticket sales and provide the information to the Show Producer, Artistic Director and Managing Director. The Box Office Coordinator will coordinate the promotion of group sales and will work with the business team to identify additional ticket sales opportunities. The Box Office Coordinator will be responsible for coordinating all adjudication and review requests. Additionally, the Box Office Coordinator will follow Starlight Community Theater Policies and Procedures; and, other duties as assigned by the Managing Director.

Educational Program Coordinator

The Education Program Coordinator will work with the Managing Director to coordinate educational workshops, after school classes/productions, special events (dances, outreach, offsite performances, awards, parades, etc.). The Education Program Coordinator will assist in Summer Camp planning/community communication and finding and vetting qualified staff. Additionally, the Education Program Coordinator will follow Starlight Community Theater Policies and Procedures; and, other duties as assigned by the Managing Director or Artistic Director.

Facilities Coordinator

The Facilities Coordinator will oversee Starlight Community Theater's utilities, facility improvements, and repairs. Under the direction of the Managing Director, the Facilities Coordinator will be the primary contact for all set design and building. The Facilities Coordinator will work with each Show Director to ensure that the director's set and painting vision can be carried out within the physical and budgetary guidelines. This individual will be the go-to person for the Set Designer and will ensure the design meets the safety and production standards of Starlight Community Theater. The Facilities Coordinator can be the Set designer, builder, or painter of a production if requested by the Show Director. Additionally, the Facilities Coordinator will follow Starlight Community Theater Policies and Procedures; and, other duties as assigned by the Managing Director.

Fundraising Coordinator

The Fundraising Coordinator will be responsible for duties including but not limited to the development of goals, cultivation of donors, execution of fundraising plans, and pursuing grant and other fundraising opportunities, that align with the vision and mission of Starlight Community Theater. Additionally, the Fundraising Coordinator will follow Starlight Community Theater Policies and Procedures; and, other duties as assigned by the Managing Director.

Marketing Coordinator

The Marketing Coordinator manages the overall promotion and public image of Starlight Community Theater. The Marketing Coordinator will oversee all marketing activities and volunteers for the theater including, but not limited to public relations, program design and composition, publicity, media communications, brochures, advertising, website, and social media. This person is also responsible for the archival of Starlight Community Theater events. This person will work with both the Managing Director and Artistic Director to ensure that the vision and mission of Starlight Community Theater are promoted. Several volunteer positions will work with the Marketing Coordinator including but not limited to: **Graphic Design** – Creates graphics needed for all marketing elements; **Newsletter** – Creates monthly electronic newsletter to be sent to members, **Social Media** – Oversees all aspects of Starlight social media accounts, **Webmaster** – Oversees and continually updates Starlight website. Additionally, the Marketing Coordinator will follow Starlight Community Theater Policies and Procedures.

Producer

Each show/event will be assigned a producer who will be responsible of the overall success of the show. The Producer will oversee the front of house including ticket sales, cleanliness of the front of house and restrooms, and concessions

and raffles. The Producer will work with the director/event coordinator to maintain the budget and ensure financial success. The Producer will work with the Marketing Coordinator to promote the production appropriately. The Producer is responsible to coordinate all volunteer and concession communications. The Producer will also work with the Volunteer Coordinator to ensure all volunteer needs are met. Additionally, the Producer will follow Starlight Community Theater Policies and Procedures; and, other duties as assigned by the Managing Director.

Teen Council Coordinators

This position will consist of two adult Teen Council Coordinators and will be responsible to ensure the success of the Starlight Community Theater Teen Council. This person will attend monthly meetings, provide guidance and leadership, and attend special events as the advisors. They will work with the council to discover fundraising and volunteer opportunities for the council in an effort to further connect with the community at large. Additionally, the Teen Council Coordinators will follow Starlight Community Theater Policies and Procedures; and, other duties as assigned by the Managing Director.

Technical Coordinator

The Technical Coordinator will oversee booth operations for all shows and events. This position will be the primary contact for the Director of each show or event to ensure the director's vision can be carried out within the physical and budgetary guidelines. Responsibilities include but are not limited to ensuring each production team understands the operation of music, microphones, lights, and sound systems. This individual will be the go-to person for the Lighting and Sound Designer and will ensure the design meets the safety and production standards of Starlight Community Theater. The Technical Coordinator can be the Lighting and/or Sound Designer of a production if requested by the Show Director. Additionally, the Technical Coordinator will follow Starlight Community Theater Policies and Procedures; and, other duties as assigned by the Managing Director.

Volunteer/Membership Coordinator

The Volunteer Coordinator will be responsible to develop, promote, and maintain volunteer opportunities within Starlight Community Theater. This position will recruit and maintain a cohort of volunteers and will work with the producer to fill volunteer opportunities for each production. This position will maintain the active membership roster for Starlight Community Theater. Additionally, the Volunteer/Membership Coordinator will follow Starlight Community Theater Policies and Procedures; and, other duties as assigned by the Managing Director.