



Glenbrook Players Inc. Standard Operating Procedure

Producer

Rationale

That all members should be aware of the responsibilities of the Glenbrook Players Committee regarding each and any production

Outline

The Committee shall act as the producer of all productions by Glenbrook Players Inc. and hold the authority and bear the responsibility for all and every activity associated with such productions.

Description.

The Committee of Glenbrook Players Inc. shall be the producer of all production performed by the Association.

The responsibilities of the producer are.

- 1) Choosing the plays and directors--preferably at least a year ahead - in line with the following guidelines:
 - a. That the play is likely to appeal to our broad membership and established audience.
 - b. That the production will provide an opportunity for our members to further develop their theatrical skills.
 - c. That the production has a minimum cast size of 6. The committee will endeavor to have at minimum one larger cast production per season to ensure have an opportunity to perform.
 - d. The play must have commercial and/or artistic appeal for the Blue Mountain community.
- 2) Assessing the suitability of the director. If no director brings a play to the Committee, the Committee must select a play and find a director— advertising for such position if necessary.
- 3) Providing the Director with an indicative budget for the production before Info Night.
- 4) If the Director is failing to fulfill their obligations as Director, as detailed in the relevant Standard Operating Procedure (SOP #002), the Producer shall instruct the Director to step aside and find a new Director to take over production.
- 5) To apply for and get approval from the cinema management for the dates for the rehearsal hall and theatre. This should be done preferably in August of the year before and should factor such items as school holidays, Blue Mountains Musical Society (BMMS) production dates and other activities that might affect the production period. Once booked, the

Secretary will then pass on these dates to the publicity team, directors and the webmaster.

- 6) To make sure all cast and backstage crew have paid their subscriptions and send/give relevant SOPs to all relevant people at the start of each play.
- 7) To make sure there is a committee member regularly at rehearsals.
- 8) To resolve all issues that arise during production. These should normally be dealt with by the Director or Stage Manager (SM), however, ultimate dispute resolution falls upon the Producer (the Committee).
- 9) To request regular reports from publicity and promotions to ensure all is on track.
- 10) After each show, to arrange thanks to bookings, lighting, sound, costumes, all backstage help and stage manager and FOH (Front of House) and at least verbal thanks to director (The cast thank the Director)

Version/History

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