

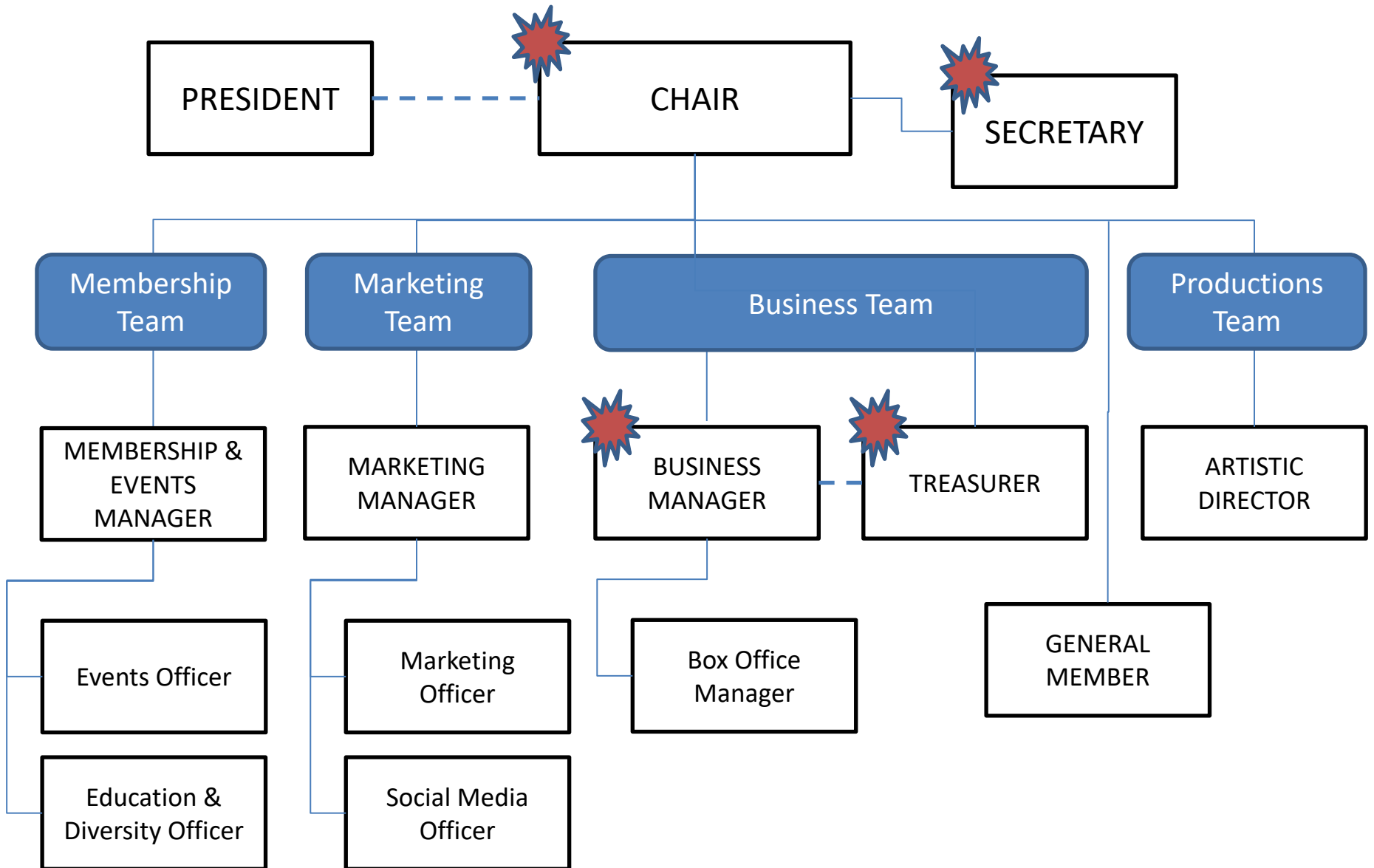


Centre Stage London committee structure 2022/23



Indicates key relationship 
Indicates line management 



Roles and Responsibilities

General Responsibilities	<ul style="list-style-type: none">• Attend monthly meetings as defined by the committee• Advise the Secretary if you are going to miss a committee meeting• Read all material needed for upcoming meetings as required• Review the meeting minutes when circulated after the meeting and notify of any inaccuracies.• Be an active Front of House member for at least one show within the year
President	<ul style="list-style-type: none">• Support the Chair to uphold the Charity's values and ensure it is run fairly and constitutionally• Sit on audition panels to ensure consistency, fairness and inclusion (where possible)• Support the Chair in representing the Charity to internal and external stakeholders
Chair	<ul style="list-style-type: none">• Provide leadership and strategic direction for the Charity• Ensure the Charity's brand values and members are kept at the forefront of decision making• Ensure trustees comply with governance and constitution• Oversee financial accountability (and assist the Business Manager & Treasurer in approving budgets)• Build and maintain key external relationships and act as primary spokesperson, liaise with other charities to maximise ideas, reach and impact• Represent the Charity at key meetings and events• Liaise with Rights Holders & act as primary contact for Rights during Season planning• Ensure all trustees are represented
Secretary	<ul style="list-style-type: none">• Organise monthly board meetings providing agendas and minutes• Monitor trustee action points with actions & dates• Manage the Charity email account, assigning messages and actions and drafting correspondence• Run the logistics of the Pitch Process including preparing pitch documents, acknowledging applications and answering queries• Organise the AGM & associated processes• Maintain document archive (Committee DropBox or equivalent)

Business Team – Role Descriptions

Treasurer

- Advise on the financial implications of strategic plans, ensuring the long-term viability of the Charity
- Oversee the financial affairs of the Charity
- Ensure effective financial procedures are in place, including accurate record and diligent recording of income/expenditure
- Manage the bank accounts (including PayPal), banking income, SumUp income and make payments
- Prepare Gift Aid claims
- Approve production budgets (with the assistance of the Business Manager & Chair) before first rehearsal of the production
- Monitor production budgets in conjunction with the show producer(s) and Business Manager
- Prepare the annual accounts for independent examination as well as reports and returns for bodies including the Charity Commission and HRMC

Note: There will be a requirement for a new treasurer to provide references regarding their character, due to access to charity funds.

Business Manager

- Oversee strategic, business and operational aspects of the Charity, working with the Chair and Treasurer
- Oversee key sources of income and expense to the Charity
- Support the Treasurer with managing the accounts (Bank account & PayPal)
- Negotiate rehearsal space bookings [key expense item] & own relationships with rehearsal venues
- Work with show producers on show budget approval and ongoing forecasts throughout rehearsal periods (with Treasurer & Chair)
- Provide a monthly report of the Charity's finances to the Trustees
- Oversee Box Office Manager
- Ensure operational aspects of the Charity are effective and make best use of resource and assets
- Explore ways to improve efficiency, increase income, reduce cost and increase the Charity's reach
- Explore non-event based fundraising routes including sponsorship and grant applications

Note: There will be a requirement for a new business manager to provide references regarding their character, due to access to charity funds.

Box Office Manager

- Own all Box Office functions, including the set up and maintenance of events on TicketSource (productions, fundraiser events and auditions)
- Manage exchanges and respond to audience queries
- Report to show production teams on audition signups and ticket sales
- Prepare front of house documentation for auditions, productions and events including box office guides, attendee lists, comps, available seating etc
- Prepares "meet & greet" rotas for auditions
- Prepares front of house rotas for shows (including box office, programme sellers and/or fire wardens)
- Prepares rotas for "box office" for fundraising events (handling SumUp and cash on the door)
- Prepares bar rotas where appropriate

Membership & Events Team - Role Descriptions

Membership & Events Manager	<ul style="list-style-type: none">• Responsible for the Charity’s relationship with members, ensuring a general focus on both recruitment and retention/renewal, including diversity and outreach• Overall responsibility for membership offerings (Onstage, Offstage and Friends Of)• Oversee Events Officer & Education & Diversity Officer• Act as first point of contact for potential members• Manage and maintain the membership database & Mailchimp database• Manage Members’ Facebook Group (eg posting offers for members)• Continue work with Marketing Team on automating membership processes• Respond to email enquiries regarding membership & welcome new signups• Manage renewals• Work with the Artistic Director & President on our “Friends of” and off stage offering & growing our membership• Explore additional benefits for members of the Charity e.g. discounts
Events Officer	<ul style="list-style-type: none">• Own and deliver an annual programme of interesting and exciting member events (with assistance from other Trustees or helpers as required) e.g. Quiz Nights, Karaoke, Masterclasses – both driving sense of community for our members and generating fundraising income (where appropriate)• Generate ideas for events, book venues, ensure “on the door” coverage, and work with Marketing on event promotion• Work with production teams for events contributing to show budgets but maintain overall ownership• Provide additional support to the Membership Manager, where required, potentially including managing ‘holding pattern’ email responses at times of stress/high volume• Provide additional support to the Education & Diversity Officer where required
Education & Diversity Officer	<ul style="list-style-type: none">• Responsible for Diversity & Inclusion, maintaining an overall focus throughout our year of activities• Responsible for creation and maintenance of our D&I statement• Responsible for Accessibility, including but not limited to ensuring audiences & auditionees have easy access to Accessibility information for our venues; that audience members with accessibility needs can reach out to us and that we can respond to audience needs where possible (eg wheelchair access, Signers/Captioning)• Responsibility for Education and Outreach, including but not limited to delivering a programme of Masterclasses and Workshops for our Members; educational opportunities for our audiences such as Matinee interactions; and educational content in our programmes• Provide additional support to the Events Office where required

Marketing Team - Role Descriptions

Marketing Manager	<ul style="list-style-type: none">• Own and deliver an annual marketing strategy, supporting preservation and enhancement of the CS brand, and driving income through ticket sales, audition booking, membership (new and renewals), and branded clothing• Plan and manage all external and internal marketing activity including both central activity and supporting shows• Work closely with the marketing officer and social media officer to manage & share workload, delegating where appropriate• Ensure brand guidelines are upheld, up to date and appropriate• Oversee the Centre Stage website; Centre Stage social media accounts (including Facebook, Instagram & Twitter); Centre Stage accounts on external websites (e.g. amdram.co.uk); email marketing (MailChimp); production marketing and creation of show programmes• Liaise with Artistic Director on developing effective show marketing plans• Liaise with other society marketing teams to enable cross-promotion• Work with production teams on the design and delivery of production collateral to ensure it meets with brand values; and/or manage the creation of collateral 'in-house' (depending on the availability of skilled resource)• Generate advertising revenue for production programmes
Marketing Officer	<ul style="list-style-type: none">• Work with the marketing manager closely on all aspects of marketing, taking on tasks as appropriate to workload and skill-set• Focus particularly on creation of materials and imagery for event & show marketing, website, mailchimps etc• Photoshop/graphics design/programme creation/video content creation experience ideal, Mailchimp/Wix experience a bonus!
Social Media Officer	<ul style="list-style-type: none">• Work with the marketing manager on all aspects of marketing, taking on tasks as appropriate to workload and skill-set• Primary responsibility for Facebook, Instagram & Twitter, including answering messages coming in to the Facebook page, Instagram and Twitter accounts; and posting "ad hoc" content outside of specific show marketing to maintain our presence• Responsible for executing social media elements of show marketing plans• Key point of contact for any escalations or concerns regarding social media activity (including inappropriate or negative posts)

Productions Team - Role Descriptions

Artistic Director	<ul style="list-style-type: none">• Oversee artistic aspects of the Charity, working with the Chair and other Trustees as appropriate, to develop and manage a strong season of productions which benefit members, support our charitable objectives and fit with the artistic integrity of Centre Stage’s brand• Oversee the pitch process (working with the Secretary on logistics), assessing show suggestions and teams for viability, financial realism, and fit• Work with the President to ensure audition process is handled according to Centre Stage values and ethos• First point of contact & day to day liaison for show creative teams, providing mentorship, advice and guidance• Advise show teams on realistic show budgets and suggest lower cost alternatives where practical• Maintain/build relationships and advise teams on key suppliers to improve efficiency and lower cost (eg light, sound, musicians)• Act as point of escalation for any issues with shows or show creative teams (and escalates to Chair as appropriate)• Keep production guidelines up to date• Work with Business Manager on relationships with rehearsal space providers• Work with Marketing Manager & advise teams on effective show marketing eg photography, tactical plan, press releases, media etc• Works with the Membership Manager to drive an exciting membership offering for our “Friends Of” Members• Ideally has previous experience on the creative team of a Centre Stage show and has good understanding of our brand values
General Member	<ul style="list-style-type: none">• A proactive member of the committee without a specific job title.• Will support where personal capacity allows.• Share opinions and skill where they can.• Be an advocate for positive change and support the society’s artistic vision.• Share your ideas and views• Take ownership and accountability for the fulfilment of tasks assigned to you• Participate in planning and goal setting for the organisation• Share the workload so all committee members are doing their part• If requested, review relevant information prior to meetings• Send meeting agenda items to the secretary prior to meetings for approval• Have confidence in knowing if you have an idea for change you will be supported.• Ad hoc involvement and support of other roles on the committee