



2023-2024 Management Committee

President	Secretary	Treasurer	1st Vice President	2nd Vice President	Committee	Committee	Committee	Committee	Committee	Committee
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Steve Harris	Paul Bishop	Stuart Symons	Greg Frank	Jan Cook	Peter Dick	William Harrow	Andrew Toomey	Sam Porto	Daniel Parlevliet	Jenny Gould
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<p>President</p> <p>Chair meetings</p> <p>Strategic Planning</p> <p>*****</p> <p>Lease</p> <p>Legal</p> <p>Rights and Royalties</p> <p>Policies & Procedures</p>	<p>Secretary</p> <p>Public Officer</p> <p>Minutes of all Meetings</p> <p>*****</p> <p>Archives</p> <p>Script Workshops</p>	<p>Treasurer</p> <p>Theatre Accounts</p> <p>*****</p> <p>Insurance</p> <p>Grants</p>	<p>Technical Services</p> <p>Lighting and Sound equipment</p> <p>*****</p> <p>Theatre hires</p> <p>Calendar</p> <p>Theatre IT</p>	<p>Back of House</p> <p>Building repairs and maintenance</p> <p>Safety</p> <p>*****</p> <p>Set creation and bump outs</p> <p>Props</p> <p>Musical instruments</p>	<p>Member and Membership Services</p> <p>Memberships</p> <p>Working with Children certification</p> <p>*****</p> <p>Training for all skills and disciplines</p>	<p>Marketing</p> <p>Brand Awareness</p> <p>Community Engagement</p> <p>Web Content</p> <p>Programmes</p> <p>Newsletter</p> <p>Brochures</p> <p>Social Media</p> <p>DLs</p> <p>Artwork</p>	<p>Box Office</p> <p>Ticketsearch ticketing system</p> <p>Box office rosters</p> <p>Glasshouse seat allocation and reconciliation</p> <p>Allocate groups reservations</p>	<p>Front of House</p> <p>Bar staffing and operation</p> <p>FOH Staffing and operation</p> <p>Merchandise sales and stock</p> <p>*****</p> <p>Organise Open Mic Nights and Guided Tours</p>	<p>Production Coordinator</p> <p>Liase between production team and committee</p> <p>Project Management of production readiness</p> <p>*****</p> <p>Theatre Security system</p>	<p>Production Services</p> <p>Hair and wigs</p> <p>Makeup equipment and consumables</p> <p>Costumes</p> <p>*****</p> <p>Banking</p> <p>Organise Groups</p>
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