

# Opera Club Job Descriptions

## Chairman

- Chair committee meetings
- Main interface between members and the committee
- Main interface between the Club & the Public
- Main interface between Club and Production team
- Motivation provider
- Sounding Board
- Handling situations diplomatically
- Audition Panel
- Public speaking

## Vice Chairman

- Act as deputy to Chairman and handle all the above in Chairman's absence

## Committee Secretary

- Take minutes at meetings
- Communicate with members
- Official contact for the club
- Co-ordinate newsletter articles
- Maintain checklist of committee duties and keep track of actions
- Compile AGM information
- Deal with correspondence
- Arrange presentations
- Produce standing orders

## Treasurer

- Carry out routine banking. Pay in income as it arises, collect bills and issue cheques. Transfer money between accounts as required. Update bank signatories when required.
  - Keep a record of all accounting transactions as they are made.
  - Reconcile accounts to bank details on a monthly basis.
  - Produce a general and show account income & expenditure reconciliation and balance sheet at the end of the year.
  - Report on financial position at the AGM
  - Get accounts audited and answer any auditor questions.
  - Complete tax return for previous year
  - Create budget for the main show and any concerts. Agree budget spend with all relevant parties.
  - Organise club annual insurance & any additional insurance for show set and costumes
  - Collect annual subscriptions, provide member details to membership secretary and chase as required
- Additionally if get charity status:
- Provide annual return to charities commission
  - Collect membership Gift Aid forms and produce Gift Aid Tax return.

## Production Secretary

- Take receipt of scores and libs and organise distribution
- Collect deposits for scores and keep a record
- Produce sign in list for first rehearsal
- Produce lists for principals and chorus to sign up to for auditions
- Obtain audition pieces from Director and MD and provide copies for members
- Ongoing – First point of contact between Director/ Musical Director/Choreographer and the Committee
- Organise attendees on audition day and liaise with audition panel

- Get biogs from principals and production team
- Arrange for photographer to take photos of rehearsals, principals and production team
- Recruit Make Up staff
- Recruit Prompt
- Recruit Props team
- Organise Front of House team for selling programmes
- Collect scores at the end of rehearsals and organise to send back
- Collect orchestral scores and organise volunteers to rub out markings

#### Membership Secretary Duties

- Keep list of current members by membership category. Liase with treasurer to update for new members.
- Keep list of past members and “friends”.
- Collect membership address, telephone number and e-mail details. Pass on to committee members as required.
- Send out membership reminders.
- Print and send out newsletters / mail-shots.
- Send out ad-hoc communications as required

#### Marketing

- Publicity material for the club
- Design adverts and publicity for the productions
- Design programme and handbills
- Book advertising in ‘What’s On’ – Harlequin
- Co-ordinate adverts and press releases
- Liaise with the press and other media
- Obtain advertising for the programme
- Sponsorship

#### Business Manager

- Arrange bookings as required by the committee for:
  - Theatre rehearsals and performance
  - Rehearsals
  - Performance materials (libretti etc)
  - Banner sites
- Liaise with music publishers
- Maintain list of contacts for bookings
- Keep documentation of bookings made

#### Social Secretary

- Arrange social/fund raising events
- Organise sub-committee to help with events