

USC Theatre Western Committee 2021-22

Exec Position Descriptions

Theatre Western is a student-run production company supported by the University's Students' Council. Each year, the program produces a fall play and spring musical. The cast and crew are primarily Western undergraduate students, but the shows appeal to an audience that extends beyond the campus community. Students, staff, faculty, Londoners, and family and friends of the cast and crew have enjoyed Theatre Western's productions since 1982.

The USC is seeking undergraduate students in the 2021/22 term to act as executive members on the Committee. These roles include Fall Play Producer, Spring Musical Producer, Purple Shorts Producer, Director of Finance, Director of Promotions, Outreach and Equity Commissioner, Social Media Commissioner, Graphics Commissioner, and Director of Additional Programming

Fall Play Producer

3-5 hours per week

The Fall Play Producer is in charge of the organization and execution of the Fall Play. This includes:

- Hiring the Director, Stage Manager, and Assistant Stage Managers
- Assisting the Director and Stage Manager in casting decisions
- Hiring crew
- Ensuring the Director's vision for costumes, set, and props is fulfilled to the best of their ability

Spring Musical Producer

3-5 hours a week

The Spring Musical Producer is in charge of the organization and execution of the Spring Musical. This includes:

- Hiring the Director, Stage Manager, Band and Vocal Directors, Choreographer, and Assistant Stage Managers
- Assisting the Director and Stage Manager in casting decisions
- Hiring crew
- Ensuring the Director's vision for costumes, set, and props is fulfilled to the best of their ability

Purple Shorts Producer

3-5 hours a week

The Purple Shorts Producer is in charge of the organization and execution of the annual Student Written One Act Play Festival. This includes:

- Hiring the Directors, Writers, Stage Manager, and Assistant Stage Managers
- Assisting the Directors and Stage Manager in casting decisions
- Hiring crew
- Ensuring the Directors visions for costumes, set, and props is fulfilled to the best of their ability

Director of Finance

3-5 hours a week

The Director of Finance is responsible for all things financial in Theatre Western. These responsibilities include:

- Planning the yearly budget
- Handling reimbursement forms
- Keeping records of all expenses
- Acquiring production rights
- Consulting with the Coordinator on production expenses

Director of Promotions

3-5 hours a week

The Director of Promotions is responsible for creating and overseeing the implementation of promotional strategies for all Theatre Western events and Productions. The DOP oversees the Social Media Commissioner, the Graphics Commissioner, and the Outreach and Equity Commissioner, and thus must take into account:

- The Creation of Facebook/Instagram campaigns
- The Creation of Graphics
- Cast/Crew/Creative Team Headshots

This job requires an individual with both tech savvy and superior leadership skills.

Outreach and Equity Commissioner

3-5 hours a week

The Outreach and Equity Commissioner will be responsible for increasing outreach to the greater Western community with increased concentration on

- First years

- BIPOC and LGBTQ
- Affiliate Colleges (Brescia, Huron, Kings)
- The Greater London Community

As well, they will be responsible for reviewing Theatre Westerns habits of Diversity, Equity, and Inclusion along with the Director of Promotions and the Coordinator in order to increase TW's community engagement and desire to be a theatre of the people. "

Social Media Commissioner

3-5 hours a week

The Social Media Commissioner is responsible for running the Theatre Western Facebook and Instagram accounts, and helping to implement all promotional strategies created by the Director of Promotions. The commissioner will:

- Keep TW's social media presence up by actively engaging with followers and consistently posting material
- Implement creative and visually interesting campaigns to draw in audiences
- Work to increase TW's following

Graphics Commissioner

3-5 hours a week

The Graphics Commissioner will be responsible for creating any graphics needed for all promotional campaigns. This includes:

- Posters
- Facebook Banners
- Instagram posts/stories

It is highly preferred that the graphic design commissioner have experience with photography, as they will also be responsible for taking/editing headshots associated with all productions.

Director of Additional Programming

3-5 hours a week

The Directors of Additional Programming are responsible for creatively planning and hosting events throughout the year such as workshops and Cabaret nights. They will also work with the Outreach and Equity Commissioner to plan events that target the larger Western theatre community. Additionally, the Directors of Additional Programming will work together to plan TW's annual awards night, The Dubbies.