# About the Role

The Production Officer is a member of the committee who oversees creative and technical aspects of each production.

# Role Description

* Ensure that each production has a creative team consisting of a Director, Musical Director and Choreographer as appropriate.
* Liaising with directors of forthcoming productions, including providing them with a Directors’ Pack and budget proforma
* Ensure directors are aware of pragmatic issues such as membership requirements, script fees and other matters
* Maintain an oversight of productions, including budget
* Ensuring each production has full technical teams as required: stage management, lighting, sound, costume, set design etc
* Liaise with performance and rehearsal venues as necessary
* Organise any workshops or supportive events for productions as required
* Encourage prospective directors / actors / technicians / writers to become involved in the society
* Propose future productions through ongoing research and review of local productions in liaison with the rest of the committee
* Agree, in conjunction with the executive committee, the performance calendar and audition dates for any one season and ensure that these are publicised to good effect within the society.
* Ensure that there is a full debrief following productions, collecting reports from creative teams, technical crew and cast as appropriate and sharing these with the committee
* Attend monthly committee meetings to report on upcoming productions
* Produce a report of the society’s productions for the AGM