

Mayhem Theatre Company Committee 2023-2024

Roles & Responsibilities



Mayhem Theatre Company

All Committee Members



- Attend monthly meetings as defined by the committee
- Advise the Vice Chair if you are going to miss a committee meeting with at least 48 hours notice
- Read all material needed for upcoming meetings as required and come prepared
- Review the meeting minutes when circulated after the meeting and notify of any inaccuracies
- Be an active Front of House member and/or steward for at least two shows within the year

Company Chairperson



- Primary spokesperson for the company
- Manages running of the Mayhem Committee
- Provides leadership & responsible for artistic direction & longevity of the company
- Uphold the company's values and ensure the company is run fairly and constitutionally. Ensure the company's brand values and members are kept at the forefront of decision making
- Ensure all Members Committee members fulfil their responsibilities and conduct their duties in line with society policies, the constitution and the code of conduct
- Lead show selection process alongside Vice Chair & Business Manager, with input from the rest of the Committee - building out a new process for pitches and internal suggestions
- Build and maintain key external relationships and act as primary spokesperson, liaise with other companies
- Oversee business manager in approving budgets
- Represent the company at key meetings and events
- Act as point of escalation for any issues with shows or show creative teams
- Manage the creation Production & "working with Mayhem" guidelines & documentation

Vice Chairperson



- Organising monthly Committee meetings, providing agendas and ensuring minutes are taken
- Monitor Committee member actions & dates
- For all rehearsals and meetings (as required), to coordinate and arrange that a room is available, and coordinate any required monetary payments for the hired space with the Business Manager
- Manage Company email account, assigning messages & actions along with Member Manager
- Run the logistics of Pitch Processes including preparing pitch documents, acknowledging applications and answering queries
- Organise the AGM & associated processes
- Maintain document archive (Committee Google Drive or equivalent)
- Own Box Office functions, including the set up and maintenance of events on TicketSource (productions, fundraiser events and auditions) including box office guides, attendee lists, comps, available seating etc
- Report to production liaison manager on ticket sales
- To be the primary point of contact for NODA and be responsible for inviting the NODA reviewer and any other reviewers to any society productions

Business Manager



- Oversee strategic, business and operational aspects of the company, working with the Chair and Vice Chair
- Work with show producers on show budget approval and ongoing forecasts throughout rehearsal periods (with Chair & Vice Chair)
- Ensure effective financial procedures are in place, including accurate record and diligent recording of income/expenditure
- To be the primary society bank account holder and signatory
- Manage the bank accounts (including PayPal), banking income, SumUp income and make payments
- Advise on financial implications of strategic plans & future shows
- If decided to be pursued by the 2024-2025 Committee: Manage transition to a Charity & in future prepare Gift Aid claims
- Prepare annual accounts
- Liaise with Rights Holders & act as primary contact for Rights during Season planning
- Explore ways to improve efficiency, increase income, reduce cost and increase the Society's reach
- Explore non-event based fundraising routes including sponsorship and grant applications

Production Manager



- Lead on the show selection process in conjunction with the Company Chair
- Liaise with the producers and audition panel committee representatives prior to the appointment of any cast, to ensure the audition process and cast appointments are fair and in the interest of the societies and its longevity
- Coordinate Front-of-House teams and bar rotas (where appropriate) for all Mayhem productions in conjunction with show producers
- Work with key committee members and, when selected, creative team members, to develop a brief as to how each selected show could work within the resources and restrictions of the society
- Responsible for the monitoring of (from a Members Committee perspective) show task schedules and progress including marketing and publicity schedules, set building, costume sourcing etc
- Responsible for the payment and care of return of all production scores and script, liaising with Finance Manager on deposits
- Track and maintain a list of upcoming and past shows by other societies in the region, including the dates of upcoming shows
- Develop and maintain a production calendar for the society, including key decision dates, rehearsal dates, show weeks and other society events
- Develop and maintain a running list of potential shows for production, including key show details and an assessment of appropriateness for the society
- Prepare front of house documentation for auditions, productions and events

Production Team Liaison



- Designated liaison between the committee and all show production teams; to attend key production meetings; and to coordinate a production debrief with the production team and selected members of the Committee
- Responsible for Health & Safety during rehearsals and productions, and completing risk assessment for each production in conjunction with show production team
- Primary contact for all technical/stage management queries (with both show production team, and production venue personnel)
- Help coordinate & source stage managers, lighting, sound & backstage crews (if required)
- Maintain/build relationships and advise teams on key suppliers to improve efficiency and lower cost (eg light, sound, musicians)
- Manage the Mayhem band directory and work with show production team to reach out to members of the directory for show bands
- Responsible for the maintenance and storage of all company resources, including props & costumes
- Assist and liaise with company suppliers on behalf of show producers

Members Manager + Members & Welfare Officer



Members Manager

- Manage and maintain the membership database
- Look at automating membership processes
- Explore additional benefits for members of the Charity e.g. discounts
- Work with Business Manager & Marketing Managers on membership expiry and renewal messaging

Members & Welfare Officer

- Act as first point of contact for potential & existing members
- Respond to email enquiries regarding membership & welcome new signups
- Responsible for the collection of show fees and monies owed
- Named point of contact on the Committee for all member issues in regards to welfare
- Manage Company email account (alongside Vice Chair), assigning messages & actions along with Vice Chair
- For any productions including minors: Assume the role of Child Protection Officer in the absence of another committee member undertaking this position
- Responsible for the administration of all DBS checks required in the context of the society. This necessitates the Members Officer to be DBS checked themselves

Marketing Manager



- Own the annual marketing strategy for the society & the Mayhem brand
- Use marketing channels to drive income through ticket sales, audition booking, membership (new and renewals) and more
- Plan & manage all marketing activity
- Ensure brand guidelines are up to date and upheld in all marketing
- Oversee the Mayhem website, Mayhem social media accounts (including Instagram, Facebook & Tik Tok)
- Manage social media spend & budget alongside Business Manager
- Answer messages for all social accounts
- Escalate any social media related issues to Chair
- Plan, manage & execute all email & CRM campaigns from Mayhem
- Manage all mailing lists & segmentation within email marketing system
- Work with show production teams to create show programmes
- Liaise with other society marketing team for cross-promotion (with assistance from the Chair)
- Work with show production teams on design and delivery for all production collateral and have final approval of all assets.
- Point of contact for any production review/media requests & responsible for outreach for reviews
- Generate advertising opportunities for production programmes

Fundraising & Events Manager



- Own social and fundraising event strategy
- Lead on delivery for an annual programme of interesting and exciting member events (with assistance from other Committee members) - both to drive the sense of members' community and generate fundraising income. This can include Mayhem Sports Day, The Moscars, Quiz nights, etc.
- Work with marketing managers on promotion
- Working with production manager and show production teams on show budget requirements and fundraising planning

General Members



- A proactive member of the committee without a specific job title.
- Attend Committee Meetings
- Support across various areas of the Committee, depending on expertise and experience
- Take ownership and accountability for the fulfilment of tasks assigned to you
- Participate in planning and goal setting for the organisation
- Participate in committee tasks and be available to assist other members with committee wide duties
- Share the workload so all committee members are doing their part
- Rotate minute taking in Committee meetings & share with Vice Chair following meetings