



# **Committee Of Management**

Position Skillsets and  
Management Portfolios

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# **BTC Committee of Management**

## **Skillsets and Personal Attributes Sought by the Role**

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The Committee of Management is responsible for ensuring it has represented on it the skills, knowledge and experience needed to effectively steer the company forward. Members must be appointed to the committee because of their specific skills, knowledge and experience.

Please ensure you thoroughly read this information to determine your suitability prior to submitting a nomination (or nominating another) to become part of the Committee of Management. If your nomination is not successful there are many opportunities for you to become involved with the running of BTC on a subcommittee or in another capacity.

## **BTC Mission Statement**

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*'To enrich the local community and grow an appreciation of live theatre among members and the wider public by producing great theatre.'*

# President

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- Excellent understanding of all theatre operations, especially producing and production management for theatre.
- Excellent understanding of business management, operations, and marketing.
- Excellent understanding of theatre programming and contractual requirements in development of the annual theatre season.
- Excellent knowledge of meeting procedure and ability to chair productive meetings.
- Excellent communication skills in both written and verbal form.
- Excellent public speaker
- Excellent interpersonal skills
- The ability to develop, implement, and maintain a solid governance structure for the Committee of Management and Company.
- The ability to positively gain cooperation from a varied group of stakeholders.
- Good understanding of statutory and legal obligations.
- The ability to deal with issues and problems confidentially and respectfully.
- Sound leadership and people management skills - 'a people person'.
- Sound project management skills.
- Strategic oversight - the ability to see the big picture.
- The ability to define, designate, and delegate tasks.
- The ability to represent the company professionally; internally and externally.
- The ability to remain calm and respectful under pressure.

# Vice President

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- The ability to stand in for the President as required.
- The ability to support General Committee Members in their various roles.
- Good understanding of all theatre operations, especially in production management for theatre.
- The ability to support, and be mentored by, the President.
- Excellent communication skills in both written and verbal form.
- Excellent interpersonal skills.
- The ability to positively gain cooperation from a varied group of stakeholders.
- The ability to deal with issues and problems confidentially and respectfully.
- Sound leadership and people management skills - 'a people person'.
- Sound project management skills.
- Good understanding of legal and statutory obligations.

# Secretary

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- Excellent understanding of the Constitution, the Model Rules, and the Associations Incorporation Act.
- Excellent interpersonal skills.
- High-level computer skills.
- Highly organised.
- Excellent secretarial and administrative skills.
- Excellent attention to detail.
- Excellent interpersonal skills.
- Good understanding of company governance structure and ability to facilitate positive interdepartmental communication.
- The ability to deal with issues and problems confidentially and respectfully.
- Excellent understanding of the working of statutory bodies and how they affect us.
- Excellent understanding of statutory obligations.

# Treasurer

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- Excellent interpersonal skills.
- High-level computer skills.
- Highly organised.
- Excellent attention to detail
- Good working understanding of basic accounting.
- Good understanding of theatre operations in order to produce realistic budgetary estimates and forecasts.
- Proficiency in banking.
- Responsible for every financial transaction of the company.
- Ability to reconcile budgeted expenses with actual expenses.
- Good understanding of statutory obligations.
- Good understanding of taxation obligations.
- Ability to articulate and communicate the financial position of the company.
- The ability to deal with issues and problems confidentially and respectfully.



# General Committee

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- Good interpersonal skills.
- Good communication skills.
- Good delegation skills.
- Sound people management skills.
- The ability to positively lead a team.
- The ability to provide reports on progress.
- The ability to take control of a portfolio.
- The ability to ensure tasks are completed in timely manner.
- The ability to support subcommittees and production teams.
- The ability to support the Executive Committee.
- The ability to deal with issues and problems confidentially and respectfully.

## In Addition...

General Committee Members must be able to take control of a portfolio and lead a subcommittee in areas including, but not limited to:

- Education and Member Development
- Venue and Facilities
- Governance and Human Resources
- Grants and Fundraising
- Legal - Compliance and Risk
- Marketing and Business Development
- Member Engagement
- Procedure Management
- Production and Operations
- Visitor Experience

# BTC Subcommittee Managers

## Portfolio Descriptions

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### **Manager, Education and Member Development**

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Responsible for oversight, development, and implementation of company-wide member development opportunities, with a particular focus on stagecraft and mentoring within productions. Will work to match mentees with mentors to better facilitate the sharing of information and create meaningful opportunities for members to develop their skills in areas of their interest. In liaison with the Programming Subcommittee, delivery of programmed workshops, as well as development of other ad-hoc workshop opportunities throughout the year. Working alongside the Company President, there will be a focus on succession planning for key production roles, as well as Committee positions, to help ensure efficient productions and continuity of good governance.

#### **Key Relationships**

President; Programming; Production & Operations; Member Engagement

## **Manager, Venue and Facilities**

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Responsible for management of the Shed, repair of any maintenance problems which may arise, and coordination of department coordinators in the areas of sets; properties; and costumes. Coordination of Facilities & Maintenance Subcommittee, meeting weekly to improve facilities, as well as coordination of regular working bees. Will liaise with the Company President regarding creation of a long-term plan for facilities improvement. Will lend expertise and support to production teams as required and manage hires in liaison with appointed coordinators. Will maintain grounds, and ensure the premises is presentable. Will purchase and replace tools and equipment as well as maintaining a register of non-current assets with the Company Treasurer. Will supervise tradespeople working onsite and is responsible for OH&S matters both in the Shed, and external venues.

### **Key Relationships**

President; Vice President; Production & Operations

## **Manager, Governance and Human Resources**

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Responsible for implementation of the Company's Governance Structure in liaison with the Company's President. Responsible for creation of personnel documentation including Departmental Terms of Reference documents (with departmental managers) and Role Descriptions (with Production Managers and Event Coordinators), Will ensure transparent Expression of Interest and Interview Processes are adhered to by the company. Will respond to any perceived Conflict of Interest or Human Resources Issues arising, including mediation of disputes as necessary. Ensuring duty of care is maintained for all BTC members, with a particular focus on helping to find methods to combat committee burnout, as well as helping to keep committee on track with their communication values throughout their term.

### **Key Relationships**

President; Procedure Management Team; Member Engagement

## **Manager, Grants and Fundraising**

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Responsible for procurement of grants and development of alternative revenue streams to ensure continuous upgrade and improvement of both facilities and Operations. Will work with departmental managers to break down priorities into smaller projects, document, and source appropriate funding for execution.

### **Key Relationships**

President; Programming; Marketing and Business Development; Member Engagement

## **Manager, Legal - Compliance and Risk**

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Responsible for the company's statutory compliance, including child safety, RSA requirements, privacy policies, consumer affairs, etc. Will work with the Company Secretary to organise AGMs and SGMs as required. Key responsibilities include development of high-level company policy, and maintenance and amendment of key company documents as required, including: BTC Constitution, Code of Conduct, etc. Will work on Company mission statements and statements of purpose as required. Will liaise with production managers regarding statutory requirements, and with legal representation as required. Will draft and create risk assessments, to assist with the creation of Operational Procedures, as well as for business and financial risks, etc.

### **Key Relationships**

President; Treasurer; Procedure Management Team; Venue and Facilities

## **Manager, Marketing and Business Development**

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Responsible for general company marketing, subscriptions, as well as liaising with production managers and event coordinators regarding communication/marketing strategies. Will coordinate management of the company's various social media platforms and other marketing tools, liaise with local media, as well as organise for production of graphic content and copy (potentially in liaison with marketing/graphic partner). Will handle any PR issues in liaison with the Company President and Secretary, and coordinate various company communications and event invites, will work closely with the Grants and Fundraising Team. Will assist in the development and maintenance of business sponsorships and partnerships in liaison with the Company President and will manage VIP functions as required.

### **Key Relationships**

President; Secretary; Visitor Experience; Member Engagement

## **Manager, Member Engagement**

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The Manager, Member Engagement is 'the face of the company'. Responsible for finding strategies to attract, engage and retain members, Responsible for development and delivery of social events and activities to keep members engaged in between events and productions, including: movie nights, dinners, cast parties, reunions, fundraising activities, etc. Will work closely with Manager, Visitor Experience to create a warm, welcoming environment for productions and events. Responsible for keeping in touch with members. Development of an internal company newsletter (not used to market shows), but rather to keep up to date with things happening in members' lives (e.g. engagements, awards, special achievements, etc).

### **Key Relationships**

Visitor Experience; Marketing and Business Development; Grants and Fundraising Team; Governance and Human Resources

## **Manager, Procedure Management**

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Responsible for development and implementation of best practice operational procedures (not policy). Will work with relevant departmental managers to document clear procedures in the interest of business continuity and succession planning, working towards a BTC Procedures Handbook.

### **Key Relationships**

President; Legal - Compliance and Risk

## **Manager, Production & Operations**

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Responsible for supervision of all Production Managers and Event Coordinators for BTC's programmed season. Will lend expertise and support to production teams as required in the areas of production management, technical theatre, and producing. Will act a Production Manager and/or Technical Director for large scale productions as required. Responsible for upgrades to the Black Box in liaison with Venue & Facilities.

### **Key Relationships**

President; Programming; Venue and Facilities

## **Manager, Visitor Experience**

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Responsible for the professional image presented to visitors by the company. This includes coordination of welcome and reception tables for auditions, information days, and workshops in liaison with relevant production teams, management of bar, box office and front of house operations in liaison with the Company Treasurer and relevant Production Managers and Event Coordinators. Planning improvement for Front of House areas in liaison with the Facilities & Maintenance Team and dealing with any customer service issues which may arise. Will organise for all visitor touchpoints to be appropriately dressed and ensure facilities in Front of House area are clean which may include creation cleaning rosters. Will ensure workshops are setup as required in liaison with facilitators.

### **Key Relationships**

Marketing and Business Development; Member Engagement



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