

ITS Troupe 10042

Officers

President.....McKenna Franco
Vice President,,Martina Baluzzi
Secretary.....Alexa Reid
Treasurer..... Gabrielle Schmitz
Historian.....Elena Yazigi

Chairpersons

Publicity.....Jack Murdock
Membership.....Alison Franks
Social.....Braedyn Johnson
Outreach.....Kyler Cotton
Hospitality.....Ashley Sampson

Officer Jobs

President- The President is the face of Jordan Theatre Company. Their primary duties include, but are not limited to: provide leadership to the officers; lead all troupe meetings; monitor that all officers are doing their jobs; coordinate all Company activities This officer is the liaison between our troupe and the junior high programs, non-troupe members in theatre classes, other JHS clubs and the community at large. The President will also oversee all community service, the mentor partnership with the jr. high programs, and should consistently be seeking ways for Jordan Theatre Company to partner with the community. **Works with Outreach chair**

Vice President- Should the President be unable to attend a meeting or event, the Vice President will act in place of the President and assume both roles and responsibilities. All social activities including cast parties, banquet, company outings, and the attendance of junior high shows will be overseen by the Vice President. Vice President will serve as the liaison to the JTC Booster Club and will attend the monthly meetings. **Works with Social chair**

Secretary- The Secretary will take role at all troupe and officer meetings and record the minutes for all meetings. The secretary will copy and distribute agendas for all meetings. The secretary will oversee the sending of "Thank you" notes to parties assisting the JTC. The secretary will make the minutes available to the directors at a maximum of 24 hours after each meeting and provide the directors with a meeting outline of topics to be discussed at a minimum of 24 hours in advance for each meeting. The secretary will make minutes available for the entire department per request. The secretary will decorate and manage the callboards, keeping them updated regularly with rehearsal information, audition notices, etc. Catalogue and manage check-in/check-out of script library. The Secretary will help ensure that rehearsal/show meals are arranged and communicate with students to get forms submitted. **Works with Hospitality chair**

Treasurer- The Treasurer will coordinate with the Jordan Theatre Company Booster Club Treasurer on financial and fundraising matters. They are responsible for running fundraisers. The treasurer will manage memberships by recording thespian points for the entirety of the troupe and potential troupe members. The treasurer will track letter jacket points and notify the director of any qualifying members. This student will constantly be serving the department by creatively devising fundraising events and strategies, which will be communicated with the President and Directors. The treasurer will seek out ways for JTC to raise funds for charitable organizations and coordinate events to benefit them. **Works with Membership Chair**

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Historian- The Historian's primary responsibility is that of a documentarian. The Historian manages publicity within the school, as well as with the surrounding community. They will document rehearsals and theatre events with photos and videos for department archives and to be used in the slideshow at the end of the year banquet. All social media will be managed by the historian, as will all photo calls for shows. The Historian will work closely with the Booster Club, sharing show photos and assisting in program ads. Lastly, the Historian manages the callboard and the display cases in the Theatre hallway.

Works with Publicity Chair

Chairperson Jobs

Publicity Chair- In charge of publicizing all productions, meetings, and other theatre events through posters and announcements at the school. Additionally, the chair checks with the Booster Club about information for press releases. The Publicity Chair will work with the directors on the creation and distribution of a weekly Theatre Blast. **Will coordinate with Historian to update social media.**

Membership Chair- In charge of encouraging students to join JTC and to keep current members involved in the life of JTC. They will communicate with members on things they would like to see the JTC involved in such as events and workshops. **Will coordinate with the Treasurer to track and manage Thespian points and letter jacket points.**

Social Chair- In charge of planning social events for JTC members. This includes but is not limited to movie nights, game nights, holiday parties, and cast/crew parties. **Will coordinate with the Vice President on these events and help in notifying members of upcoming events.**

Outreach chair- In charge of fostering communication between Troupe 10042 and other troupes in the area. Will also work to communicate with community groups that might be interested in supporting JTC. **The chair will coordinate with the President to communicate with our Jr. High feeders and help with the mentorship program.**

Hospitality Chair- In charge of working with booster club to make sure rehearsal and show meals are arranged, set up, and distributed. Select and plan snacks/drinks for parties and events. Inventory concessions and update Booster Club when things run low. Keep shop fridge free of expired items. Ensure cold water bottles are on hand for shows, Comedy Sportz, and work days. Help to maintain organization and cleanliness in all theatre spaces. **Will coordinate with Secretary on callboard setup and maintenance.**