



Policy Type: Governance

Created: 05/14/2010

Policy Title: Office Coordinator Duties

Revised: 04/20/2021

This Coordinator Position reports to the President.

Duties

- Maintain the office in a safe and clean manner.
- Inventory the play library and facilitate lending.
- Obtain copies of approved minutes and financial statements from the Secretary and Treasurer, for filing.
- Maintain contact lists.

Communication

- Respond to phone calls and voicemails.
- Reply to general emails.
- Forward volunteer requests to the Vice-President, Executive Producer, and Front of House.

Supplies

- Ensures that printing supplies (paper and toner) are available.
- Ensure stock of stationary.

Productions

- Coordinate, with the Producer, the engraving of mementos for Directors, Musical Directors and Producers in time for the closing night party.

Archives

- File production photos, posters, programs, etc.
- Work with the Information Technology Coordinator to update the website history.
- Maintain the Member Archival database.