

## **LBTB POSITION DESCRIPTIONS**

### **2019**

#### **President** (10 hours a month)<sup>1</sup>

Recruits a board of volunteer boosters, and oversees and coordinates other positions. Acts as the Liaison to the theatre directors. Leads monthly booster meetings, and coordinates with LBSS administration use of rooms for booster meetings (HS Theatre classroom N111 “Blackbox”) and student-led “Storybook” performance in spring (MS Theatre classroom “Recital Hall”).

*This year: Amy Ryder*

#### **Vice-president** (10 hours a month)

Performs the functions of the President in the President's absence. Manages membership data. Drafts and disseminates periodic newsletters. Oversees functions including Volunteer Coordinator, Hospitality Coordinator and Cappies Coordinator. Provides materials for Break-a-leg-o-grams sold during performances.

*This year: Karen Fosse*

#### **Treasurer** (8 hours a month)

Manages booster funds. At the beginning of the year, drafts a budget for board approval and coordinates booster board members' access to Bank of America account. Writes checks and makes payments and deposits, reporting on status of budget through the year.

*This year: Jennifer Chomicki*

#### **Secretary** (5 hours a month)

Drafts the agenda for each meeting; takes notes at meetings of who is there and what is discussed, and disseminates minutes.

*This year: Sarah Weingast*

#### **Ticket Sales** (10 hours during months of shows (Oct/Nov, Feb, Mar, Apr/May); 1-2 hrs/month otherwise)

Organizes ticket sales for theatre performances and for "Unplugged" shows. Plans management of the year's performances in September. For each performance, coordinates with theatre director and electronic ticket system administrators, trains volunteers on ticket team, sets up computers & sells tickets prior to each performance, and reconciles cash/reports after each performance for LBSS administration.

*This year: Julia Feil*

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<sup>1</sup> Estimated hands-on time for each position includes 1-hr booster meetings each month. Obviously time required surges a bit prior to each performance. In addition, board members often volunteer for performances as they are available.

**VHSL Coordinator** (12 hours total in January)

Organizes hospitality and concessions for the Theatre Arts ¾ class's VHSL District competition at LBSS on a weekend usually in late January or early February. This year VHSL is scheduled to be 1 Feb 20. Coordinates with LBT director on number of schools and judges participating, and with hospitality coordinator to feed the kids and the judges. Coordinates with concessions and sale of Spirit wear and with the vice president for volunteers for the day of the competition.

*This year: ??*

**Hospitality Coordinator** (10 hours during months of shows (Oct/Nov, Feb, Mar, Apr/May))

Coordinates meals for the kids during show week (typically during rehearsals Monday & Tuesday and between shows Saturday).

*This year: Krista Sheetz. Assistant: ??*

**Concessions Coordinator** (4 hours during months of shows (Oct/Nov, Feb, Mar, Apr/May))

Stocks our LBT Booster pantry in the supply closet and sets up concessions for each performance.

*This year: Wendy Baird*

**Cappies Coordinator** (10 hours preparation for and supporting LBSS's designated performance that will be judged by the student Cappies critics. This year "A Piece of My Heart," 20-22 Feb, is our Cappies performance)

Decorates the room where the Cappies Critics eat and deliberate; coordinates with Hospitality Coordinator on the meal for the student critics and their adult chaperones.

*This year: (?)*

**Volunteer Coordinator** (2 hours a month)

Coordinates volunteer needs with other board members and circulates electronic sign up for volunteers to provide baked goods for and to work various jobs at shows and VHSL events

*This year: Karen Fosse*

**Fundraising Coordinator** (2 hrs each month)

Organizes restaurant fundraising nights and ensures events are advertised once scheduled.

*This year: Katharina Winternitz*

**Advertising Coordinator** (5-7 hrs total between the summer and October)

Obtains ads for the show programs; provides copy to theatre director(s) by mid-October in time for printing in the playbill. Offers advertisers LBT Booster memberships. Facilitates advertisement of LBT events through social media including

*This year: Jill Brannam*

**Spirit Wear Coordinator** (5 hrs each month, more at the beginning of the year)

Manages inventory of spirit wear, ordering new items and designs and reporting sales to the treasurer from shows/VHSL. Coordinates t-shirt design contest in Aug for the show t-shirt.

*This year: Tennille Goff*

**Theatre Education Coordinator** (5 hrs each month, concentrated during Aug/Sep and Apr/May)

Coordinates badging of volunteers with LBSS administration in the fall (or spring for the following year). Organizes headshot workshop(s) in September. Arranges for a springtime student panel to discuss processes and lessons learned from applying to colleges.

*This year: Jenn Kozal for headshots; vacant for badging & college panel*

**Broadway Trip Coordinator** (5 hrs each month)

Organizes the annual LBT Booster-sponsored trip to NYC, typically in May. Works with a travel agency (like Mt Vernon Travel) to purchase show tickets and arranging transportation/dinner. Sells tickets/seats and ensures field trip forms are completed and collected.

*This year: Molly Merlo*

**Website Chair** (2 hrs each month)

Oversees the administration of the web site including updating links for ticket sales

*This year: Susan Brun*

**Middle School Representatives** (6 hrs each month)

Coordinates with Middle School teacher and parents for Middle School performances and events; drafts/disseminates MS newsletter

*This year: Amy Jennifer Groves, Karen Fosse*

**Storybook Liaison(s)** (15? hrs/mo for 2-3 months leading to and including the performance)

Supports the student directors/designers/cast/crew in ensuring coordination for theatre director to order the script and approve use of the Recital Hall as required for rehearsals,

communicating with involved students/parents/boosters WRT rehearsals and chaperones,  
coordinating with Hospitality and Volunteer coordinators

*This year: Laurie Perry*

**ITS/Student Liaison** (*several hrs/mo*)

Supports the International Thespian Society (ITS) in their fundraising efforts as well as their logistics in attending theatre festivals, including in 2020 the 24-26 Jan Virginia Thespian Festival at Shenandoah University.

*This year: ??*