



Position Descriptions

Preamble

The following position descriptions outline the main tasks required of each Director or Department Leader to ensure that the Cumberland Gang Show is performed smoothly, efficiently and to the highest possible standard.

The aim of Gang Show is to produce high quality family entertainment whilst training young people in the performing arts, in the pursuit of excellence, in self confidence and in teamwork.

In pursuit of this aim, we are following the ideals laid down by Lord Baden Powell in three ways:

firstly, in the most general way, by encouraging people to “do their best” and by building character and self confidence

secondly, and more specifically, by developing artistic talent and imagination

thirdly, by bringing enjoyment to an enormous number of people through our performances.

Every appointment in Cumberland Gang Show is for one year and is made by the Producer/Director annually. This is to allow the show to grow, to give people opportunities and at the same time to ensure we have the skills we need to deliver the various aspects of the show. Each appointment is for one year, finishing on 31st August (when the GS year finishes).

It is only through the hard work of a great number of people that we can continue to deliver this fabulous thing we call Cumberland Gang Show.

A handwritten signature in black ink, appearing to read 'Dr Robert Lang'.

Dr Robert Lang
Producer/Director
Cumberland Gang Show

Administration Director

Level	(1) Management Board
Directorate	Administration
Reporting to	Producer/Director
Direct reports	Catering Leader; Front of House Leader; Souvenirs Leader
Role description	The Administration Director co-ordinates all catering, promotion and marketing activities in respect of merchandising and front of house activities.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Ensure the smooth running of catering, front of house and souvenir departments.
- 2 Catering - The provision of Catering facilities at rehearsals, rehearsal camps and performances (including matinee lunches and teas and finale after show party) or any other special occasions.
- 3 Catering - Annually appoint catering leader and appropriate numbers of staff for catering department.
- 4 Catering - Monitor financial performance to department budget.
- 5 Front of House / Souvenirs - Annually appoints appropriate numbers of staff for souvenir sales, programme sales and front of house hospitality departments.
- 6 Front of House / Souvenirs - Arrange purchase and sale of souvenirs at a suitable profit as required by the budget.
- 7 Front of House / Souvenirs - Identify to Finance Director foyer sale for payment of commission to theatre.
- 8 Front of House / Souvenirs - Account to Finance Director all souvenir and programme funds.
- 9 Front of House / Souvenirs - Provide to Finance Director value of stock on hand at end of performance season.
- 10 Front of House / Souvenirs - Provide opportunity for cast and crew to purchase souvenirs at warehouse rehearsals.
- 11 Front of House / Souvenirs - Control front of house activities including the hospitality team, VIP arrangements and co-ordinate with theatre House Manager.
- 12 Front of House / Souvenirs - Provide assistance in the seating of patrons.

Administration Director

Level	(1) Management Board
Directorate	Administration
Reporting to	Producer/Director
Direct reports	Catering Leader; Front of House Leader; Souvenirs Leader
Role description	The Administration Director co-ordinates all catering, promotion and marketing activities in respect of merchandising and front of house activities.

-
- 13** Front of House / Souvenirs - Assure the front of house team is suitably presented and trained.
 - 14** Front of House / Souvenirs - Assure any arrangements made by Marketing Director with sponsors are carried out.
 - 15** Front of House / Souvenirs - Approve Directorate payments within budgetary constraints.
 - 16** Any other task at the request of the Management Board.

Catering Leader

Level	(2) Department
Directorate	Administration
Reporting to	Administration Director
Direct reports	Nil
Role description	The Catering Leader is responsible for the formation and coordination of a team to purchase, prepare and provide Catering.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Supply tea, coffee and cordial at rehearsals, rehearsal camps, and performances.
- 2 Provide catering at rehearsal camps, warehouse rehearsals, matinee lunch and teas, after show party and other special functions.
- 3 Provide catering at rehearsal camps in accordance with Rehearsal Schedule.
- 4 Control all expenditure in department and ensure that total expenditure does not exceed the budgeted amount.
- 5 Any other task at the request of the Management Board.

Front of House Leader

Level	(2) Department
Directorate	Administration
Reporting to	Administration Director
Direct reports	Nil
Role description	Appointed annually by the Administration Director and is responsible for the control of all front of house activities, including the hospitality team, VIP arrangements and coordination with the theatre House Manager.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 In respect of VIP's, the Front of House Manager coordinates the reception and seating of special guests.
- 2 The Front of House Manager cooperates with the theatre House Manager to ensure patrons are seated before the Opening and after interval, as required by the Producer.
- 3 Responsible to form a Gang Show hospitality team, provided to assist in the seating of patrons. The hospitality team sees the patrons to their seats after their tickets have been checked by the theatre ushers. The hospitality team also sells souvenir programs as organised between the Front of House Manager and the Marketing Director. The hospitality team must be suitably presented and trained.
- 4 In forming the hospitality team the Front of House Manager must first reply to every applicant for the team (from Personnel) and then may advertise in the weekly Gangway or use any other means available.

Souvenirs Leader

Level	(2) Department
Directorate	Administration
Reporting to	Administration Director
Direct reports	Nil
Role description	Appointed annually by the Administration Director and is responsible for the purchase and sale of souvenirs at a suitable profit as required by the budget and the accounting of all souvenir funds to the Finance Director, including stock taking.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 In selecting suitable souvenirs and purchasing quantities, the Souvenir Manager should concentrate on previous good sellers, items sold by other gangs and potential high profit items. New items should be added cautiously. The cost price and selling price of all items for sale must be presented to the Administration Director for the approval of the Management Board.
- 2 Souvenirs may be sold at every rehearsal, rehearsal camp and warehouse rehearsal as well as in the foyer at the theatre for the general public
- 3 In accounting for souvenir sales, the Souvenir Manager must separately identify foyer sales. Also each item must be adequately stock taken before and after the season and numbers of individual items sold must be correlated with income. Any souvenir program sales must be shown separately. All accounting information must be presented to the Finance Director immediately after each performance.
- 4 The Souvenir Manager is responsible for controlling all expenditure of the department and for ensuring that total income and expenditure meets budgeted amounts. All receipts or accounts must be in the hands of the Finance Director within TWO weeks after the last performance.

Finance Director & Treasurer

Level (1) Management Board

Directorate Finance

Reporting to Producer/Director

Direct reports Nil

Role description The Finance Director controls all financial transactions of the show.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Keep account of income and expenditure apportioned appropriately according to department or function.
- 2 Compare the income and expenditure against budget figures periodically during the show period for the benefit of the Management Board and the department leaders/managers.
- 3 Prepare monthly and annual reports for the Management Board.
- 4 Prepare annual reports for audit purposes.
- 5 Prepare annual report for appropriate scouting body and the Annual General Meeting.
- 6 Oversee the Management Boards Financial Policy.
- 7 Advise the Management Board on investment and cash flow, both current and projected.
- 8 With the Producer set the budget for the show season.
- 9 Signatory for Gang Show accounts.
- 10 Any other task at the request of the Management Board.

Marketing Director

Level	(1) Management Board
Directorate	Marketing
Reporting to	Producer/Director
Direct reports	Ticket Sales Leader; Photographer; Web/Graphics Design Leader; Sponsorships/Grants Coordinator; External Communications Manager; Internal Communications Manager
Role description	The Marketing Director co-ordinates all promotion and marketing activities to achieve maximum audition applicants and ticket sales (excluding Front of House and Souvenirs).

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Promote the sale of tickets to cast, Scouting and Guiding and to the public.
- 2 Annually appoint team members with specific promotion and marketing targets.
- 3 Arrange printing of Application Forms and other promotional materials.
- 4 In conjunction with the Musical Director arrange the printing of the Song Book.
- 5 Organise cast prizes for ticket selling competition.
- 6 Promote the show through local and metropolitan newspaper articles, TV Advertising, Radio, Banners, posters and displays.
- 7 Promote the show for cast and crew through Scouting and Guiding magazines, leaders packages and any other medium approved by the Management Board.
- 8 Co-ordinate the production of the souvenir programme for sale at the theatre.
- 9 Obtain sponsorships, programme advertising or donations to meet the minimum requirements of the budget.
- 10 Organise the taking of photographs at the rehearsals and at the theatre to form a record of the show. Copies of these photographs may be sold to the cast or used in the souvenir programme.
- 11 Organise for one of each photograph taken to be placed in albums and presented to the Producer at the end of the season for Gang Show archives.
- 12 Approve Directorate payments within budgetary constraints.
- 13 Any other task at the request of the Management Board.

External Communications Manager

Level	(2) Department
Directorate	Marketing
Reporting to	Marketing Director
Direct reports	Nil
Role description	Appointed annually by the Marketing Director to manage all external media communications on time and within budget constraints.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Research and maintain a register of contacts and deadlines for newspaper and magazine publications.
- 2 Arrange a schedule and plan content for press releases throughout the year. Liaise with the Internal Communications Manager for message content.
- 3 Arrange creation of the annual CGS television advertisement and liaise with the television stations for free community advertisements.
- 4 Establish contacts within the various mainstream and auxiliary television stations to explore opportunities for exposure.
- 5 Establish arrangements for radio advertisements.
- 6 Must take care not to engage in conflicting media arrangements with competing companies.
- 7 To act in accordance with the Scouts Australia Media Policy with all media coverage to exclusively address CGS messages and not any other scouting or guiding issues.
- 8 Responsible for controlling all expenditure in the department and ensure expenditure does not exceed budgeted amount. All receipts or accounts must be in the hands of the Finance Director within TWO weeks of the last performance.

Gangway Editor

Level (2) Department

Directorate Marketing

Reporting to Internal Communications Manager

Direct reports Nil

Role description Appointed annually by the Producer and is responsible for the production of a weekly publication.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Collects information, types edits and prints the weekly Gangway during the rehearsal season with the objective of conveying production notes, technical changes and cast notes for all cast and crew.
- 2 To be an effective information channel, the Gangway is to be interesting, humorous, informative and visually exciting to appeal to all of the gang and their families.
- 3 The Gangway is to be published weekly, from the first rehearsal to the first warehouse rehearsal.

Internal Communications Manager

Level	(2) Department
Directorate	Marketing
Reporting to	Marketing Director
Direct reports	Gangway Editor
Role description	Appointed annually by the Marketing Director to manage all internal PR communications to CGS members (excluding Gangway) and the scouting and guiding movements on time and within budget constraints.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Organise the Scout & Guide mail outs/leader packages.
- 2 Manage the email campaigns to CGS members, and the Scout and Guide movements.
- 3 Coordinate and promote the CGS Workshops to Scout and Guide groups.
- 4 Coordinate performances by select cast at special events and shopping centres.
- 5 Coordinate the visits to Scout and Guide groups and leader meetings.
- 6 Arrange a schedule and plan content for adverts/articles throughout the year in the Scout and Guide magazines. Liaise with the External Communications Manager for message content.
- 7 Responsible for controlling all expenditure in the department and ensure expenditure does not exceed budgeted amount. All receipts or accounts must be in the hands of the Finance Director within TWO weeks of the last performance.
- 8 Manage the mailing list including distribution of booking and promotional information.
- 9 Provide all booking and promotional information/materials to all Gang members and Scouting/Guiding outlets.

Photographer

Level (2) Department

Directorate Marketing

Reporting to Marketing Director

Direct reports Nil

Role description Appointed annually by the Promotions Director and is responsible for the taking of photographs at rehearsals, rehearsal camps and at dress rehearsals at the theatre to form a record of the show.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Copies of photographs taken may be sold to the cast and crew. One original of every photograph taken must be placed in an album and presented to the Producer at the end of the performance season for Gang Show archives.
- 2 The cost of film and single copies taken at rehearsals and dress rehearsals may not exceed the budgeted amount. All receipts or accounts must be in the hands of the Finance Director within TWO weeks of the last performance.

Sponsorships/Grants Coordinator

Level	(2) Department
Directorate	Marketing
Reporting to	Marketing Director
Direct reports	Nil
Role description	Appointed annually by the Marketing Director to coordinate all sponsorship arrangements, donation requests and grant submissions to secure investments and maintain long term relationships with supporters.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Research and maintain a database of prospective and current donors detailing names of organisations, contact details, requests, and outcomes.
- 2 Research and maintain a database of prospective and current sponsors detailing terms of the sponsorship packages and feedback on the relationship to inform future practice.
- 3 To commence recruitment of sponsors September/November each year to help secure receipt of funds/products prior to the rehearsal season.
- 4 Responsible for maintaining the Sponsorship Package and preparing a Sponsorship Report to be disseminated to all sponsors at conclusion of the performance season.
- 5 It is essential that any variances to sponsorship terms be directly negotiated by the Marketing Director and then submitted to the Management Board for approval.
- 6 Manage the relationship with sponsors including administering Board approved sponsorship contracts, maintaining regular contact with sponsors to ensure satisfaction with arrangements and that all Cumberland Gang Show obligations as specified in the sponsorship packages are met in a timely fashion.
- 7 Manage the relationship with donors and ensure they receive recognition of services in a timely fashion.
- 8 Research, write and submit grant applications.
- 9 Responsible for controlling

Cumberland Gang Show

Position Description



Ticket Sales Leader

Level (2) Department

Directorate Marketing

Reporting to Marketing Director

Direct reports Nil

Role description Appointed annually by the Marketing Director and is responsible for all ticket sales, including the coordination of sales with the theatre and the maintenance of Gang Show VIP List.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Assist Marketing Director to amend and proof read the booking information and booking form artwork for printing by the Web/Graphics Team Leader.

2 Manage the ticket room M I new- eel Yoli heong a insit

Web/Graphics Design Leader

Level (2) Department

Directorate Marketing

Reporting to Marketing Director

Direct reports Nil

Role description Appointed annually by the Promotions Director and is responsible for all graphic design, web and print coordination of all Gang Show application, booking and promotional requirements (excluding the cast/technical script), on time and within budget constraints.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Obtain quotations to minimise costs, being aware of printing deadlines and proof reading all output to ensure it is correct and assure the high quality expected by the Management Board.
- 2 Responsible for the format, contents, layout and production of the souvenir programme to be sold at the theatre. This includes obtaining messages and articles as well as obtaining cast and crew photographs to be included in the programme.
- 3 It is essential that the programme is available at the final dress rehearsal. The selling price of the programme is recommended by the Promotions Director and approved by the Management Board.
- 4 Manage the show's online presence including Cumberland Gang Show website and photo gallery, facebook page/group and youtube channel.
- 5 Responsible for controlling all expenditure in the printing department and must ensure expenditure does not exceed the budgeted amount. All receipts or accounts must be in the hands of the Finance Director within TWO weeks of the last performance.

Musical Director

Level (1) Management Board

Directorate Music

Reporting to Producer/Director

Direct reports Orchestra Leader; Rehearsal Pianist; Orchestrations Leader; Assistant Production Director - Singing; Assistant Musical Director & Conductor

Role description The Musical Director is responsible for the interpretation of all music in connection with the show and works in collaboration with the Production Director & Producer/Director.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Annually appoint Team Leaders to positions within the Music Directorate.
- 2 Lead the singing base at cast auditions, participate in the selection of cast members and allocation of singing parts to cast members.
- 3 When available, distribute show script, cast lists and rehearsal schedule to Music Team Leaders.
- 4 Create or source piano/vocal arrangements for rehearsals in consultation with the Assistant Production Director - Singing. This responsibility may be delegated to or shared among the music team.
- 5 Organise a suitable date to record the cast rehearsal CD. With the Orchestrations Leader, ensure the CD is mastered and duplicated prior to the first rehearsal.
- 6 Seek rehearsal pianists as required by the rehearsal schedule. Prepare and distribute rehearsal pianist roster. Arrange copying of piano music for all rehearsal pianists prior to the rehearsal season and update as required.
- 7 Conduct cast singing rehearsals in collaboration with the Assistant Production Director - Singing.
- 8 Ensure a high standard of all musical items.
- 9 Ensure regular meetings are held with Music Team Leaders to discuss music requirements and progress updates.
- 10 Co-ordinate all musical requirements at performances.

Musical Director

Level (1) Management Board

Directorate Music

Reporting to Producer/Director

Direct reports Orchestra Leader; Rehearsal Pianist; Orchestrations Leader; Assistant Production Director - Singing; Assistant Musical Director & Conductor

Role description The Musical Director is responsible for the interpretation of all music in connection with the show and works in collaboration with the Production Director & Producer/Director.

- 11 Encourage and promote the development of the music team.
- 12 Maintain a high standard of professionalism and courtesy towards musicians and cast members, respecting the constraints of individual ability, time and personal circumstances.
- 13 Approve Directorate payments within budgetary constraints.
- 14 Any other task at the request of the Management Board.

Assistant Musical Director & Conductor

Level (2) Department

Directorate Music

Reporting to Musical Director

Direct reports Nil

Role description The Assistant Musical Director & Conductor is a good team player, a great motivator and communicator, is well-organised and flexible. The Conductor should build a strong connection with the cast members and musicians. Issues/complaints not able to be resolved with the Musical Director should be escalated to the Production Director.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Assist with the singing audition and selection of cast members, and the allocation of singing parts to cast members.
- 2 Assist with the teaching of songs to cast members at rehearsals and contribute to the musical development of the show.
- 3 In the absence of the Musical Director, the Assistant Musical Director shall assume the responsibilities of the role and inform the Musical Director of any changes made during the Musical Director's absence.
- 4 Assist in the writing and development of piano scores and orchestrations.
- 5 Liaise with the Orchestra Leader in respect of preparing the orchestra for rehearsals, CD Recording, theatre dress rehearsals and performances.
- 6 Conduct the orchestra during CD recording, theatre dress rehearsals and performances using hand gestures / signals which can be clearly understood by both cast members and musicians.
- 7 Have a fundamental knowledge of every instrument in the orchestra. During the rehearsal process, demonstrate or describe exactly what is required of orchestra members to produce the required sound.
- 8 Maintain a high standard of professionalism and courtesy towards musicians and cast members, respecting the constraints of individual ability, time and personal circumstances.
- 9 Complete all necessary APRA submissions on behalf of Cumberland Gang Show to ensure all musical items comply with APRA copyright / performance rights arrangements.

Assistant Musical Director & Conductor

Level (2) Department

Directorate Music

Reporting to Musical Director

Direct reports Nil

- Role description** The Assistant Musical Director & Conductor is a good team player, a great motivator and communicator, is well-organised and flexible. The Conductor should build a strong connection with the cast members and musicians. Issues/complaints not able to be resolved with the Musical Director should be escalated to the Production Director.
- 10** Arrange for APRA invoices to be sent to the Finance Director for payment prior to 31st August.
 - 11** In consultation with the Production Team, prepare and distribute a microphone plot to interested stakeholders prior to the commencement of cueing.
 - 12** Any other task at the request of the Musical Director or Orchestra Leader.

Orchestra Leader

Level (2) Department

Directorate Music

Reporting to Musical Director

Direct reports Nil

Role description The Orchestra Leader is responsible for all members of the Orchestra. As a motivator and decision maker, the Orchestra Leader must also ensure that the team is working efficiently and in unity. Issues/complaints not able to be resolved within the team should be escalated to the Musical Director.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 As required, find and appoint suitable musicians of appropriate standard to join the Orchestra, in consultation with the Musical Director.
- 2 Regularly communicate and liaise with members of the Orchestra in regards to rehearsals and performances.
- 3 Assist in the writing of orchestrations and sourcing of hardcopy sheet music from the GS archives as required.
- 4 Ensure that each member of the orchestra has all of the required music at least two weeks prior to CD Recording weekend.
- 5 Organise and lead orchestra rehearsals in order to ensure they are sufficiently rehearsed in time for CD Recording weekend.
- 6 Liaise with the Personnel Manager with regards to understanding of paperwork/forms required to be completed by all team members. Provide a complete list of Orchestra members/instruments for inclusion in the programme.
- 7 Maintain a high standard of professionalism and courtesy towards musicians and cast members, respecting the constraints of individual ability, time and personal circumstances.
- 8 Any other task at the request of the Musical Director.

Orchestrations Leader

Level (3) Team

Directorate Music

Reporting to Musical Director

Direct reports Nil

Role description Responsible for the managing the team of Orchestrators who write, transcribe and copy orchestrations as required by the Musical Director. This includes the checking and possible modification of hired scores, supplied by the Musical Director.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Organise recording of the cast rehearsal CD - using piano scores provided by the Musical Director as backing tracks. With Musical Director, arrange for the duplication of the cast rehearsal CD prior to first rehearsal.
- 2 Liaise with Musical Director to look at show requirements for orchestrations and/or backing tracks. Investigate if material already exists, if it needs to be updated or if it needs to be created. For existing material, liaise with the Musical Director/Orchestra Leader to locate the hardcopy/digital archives or seek files from other Gang Shows for use of same.
- 3 Annually appoint Orchestrators to assist in the production of all required scores/backing tracks.
- 4 Organise meeting with Musical Director, Asst. Musical Director and Orchestra Leader at First Cast Rehearsal Camp to allocate tasks to Orchestrators.
- 5 Orchestrators are to arrange music for performance by the Cumberland Gang Show orchestra, preferably using Sibelius software. Orchestrations are required as per instrumentation as advised by the Orchestra Leader.
- 6 Ensure all orchestrations are completed and printed prior to first orchestra rehearsal. All music should be handed to the Orchestra Leader at the first orchestra rehearsal.
- 7 Oversee creation and production of the cast recording CD in conjunction with Audio team.
- 8 With Musical Director, organise the duplication of the cast recording CD (liaise with Souvenirs team to discuss quantity required and allowable budget and liaise with Marketing to arrange artwork for CD face, tray card and front cover).

Orchestrations Leader

Level (3) Team

Directorate Music

Reporting to Musical Director

Direct reports Nil

- Role description** Responsible for the managing the team of Orchestrators who write, transcribe and copy orchestrations as required by the Musical Director. This includes the checking and possible modification of hired scores, supplied by the Musical Director.
- 9** Maintain a high standard of professionalism and courtesy towards musicians and cast members, respecting the constraints of individual ability, time and personal circumstances.
 - 10** Any other task at the request of the Musical Director.

Chairman

Level	(1) Management Board
Directorate	N/A
Reporting to	
Direct reports	Producer/Director; Secretary; Deputy Chairman
Role description	The Chairman of the Management Board chairs the meetings, assumes the responsibilities of the office and ensures that proceedings are conducted properly and fairly. The role of the Chairman may be held concurrently with any other non Management Board role in Gang Show.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 In collaboration with the Technical Director and the Welfare Director prepare paperwork required for WH&S according to Scouts Australia policies and submit relevant documents to the Branch Commissioner, Performing Arts, for onforwarding to the Scout safe committee for approval.
- 2 Liaison with the Branch Commissioner, Performing Arts.
- 3 Administer the the business of the Management Board.
- 4 Annually negotiate contract with theatre. Liaise with the Scouts Australia, NSW Branch CEO, for the execution of the theatre contract.
- 5 Signatory of the Gang Show accounts.
- 6 Introduce special guests to the cast at the conclusion of each performance.
- 7 Delegate to Region Executive Committee.
- 8 Any other task at the request of the Management Board.

Deputy Chairman

Level	(1) Management Board
Directorate	N/A
Reporting to	Chairman
Direct reports	Nil
Role description	The Deputy Chairman of the Management Board chairs the meetings in the absence of the Chairman. The role of the Deputy Chairman may be held concurrently with any other Management Board and/or non-Management Board role in Cumberland Gang Show.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Signatory of the Gang Show accounts.
- 2 Any other task at the request of the Chairman and/or Management Board.

Secretary

Level	(1) Management Board
Directorate	N/A
Reporting to	Chairman
Direct reports	Nil
Role description	Responsible for the distribution of agendas, recording of minutes and correspondence of the Management Board.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Keep a true and correct record of the Management meetings.
- 2 Deal with the correspondence of the Management Board in a timely fashion.
- 3 Prepare the agenda for Management Board.
- 4 Send invitations to special guests.
- 5 Any other task at the request of the Management Board.

Strategy Adviser

Level (1) Management Board

Directorate N/A

Reporting to Producer/Director

Direct reports Nil

Role description Description to go here

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Responsibilities to go here

Producer/Director

Level	(1) Management Board
Directorate	Production
Reporting to	Chairman
Direct reports	Technical Director; Welfare Director; Finance Director & Treasurer; Marketing Director; Administration Director; Production Director; Musical Director; Strategy Adviser
Role description	The Producer is responsible for the overall direction of Gang Show, this includes the design, rehearsal, staging and performance of the production as well as direction in the non performance areas.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Annually appoint members of the Production Team to assist in preparing the content of the show. Invites them to take specific positions.
- 2 Specify the audition, rehearsal and performance dates and venues for approval by the Management Board.
- 3 Finalise the show run, scripts, preamble, technical requirements and items of the show.
- 4 Prepare and distribute a rehearsal schedule to Production Team and Management Board.
- 5 Encourage the writing of new material.
- 6 Visit other Gang Shows in order to source new material.
- 7 With the Production team, audition the cast, rehearse each item according to the rehearsal schedule and ensure that high performance standards are maintained throughout the season
- 8 Prepare the budget in conjunction with the Finance Director based on show requirements and advice from the relevant Management Board Directors.
- 9 With the assistance of the Production Director, Musical Director, Technical Director, Marketing Director, Finance Director & Treasurer, Administration Director and Welfare Director, manage all performance and non performance aspects of the show are properly specified and co-ordinated.
- 10 Approve production payments within budgetary constraints.
- 11 Signatory for Gang Show accounts.
- 12 Any other task at the request of the Management Board.

Production Director

Level	(1) Management Board
Directorate	Production
Reporting to	Producer/Director
Direct reports	Production Manager; Assistant Production Director - Acting; Assistant Production Director - Singing; Assistant Production Director - Dancing; Item Director; Creative Director; Associate Production Director; Production Assistants
Role description	The Production Director works in collaboration with the Producer and his assistants to co-ordinate the entire production and performance of the show. Specifically, this covers liaison between the cast, performance department leaders and the Production Team; the communication and follow up of technical changes; the answering of department leaders queries (in the first instance and where possible) and the organisation of any production matters as required by the Producer.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Takes a lead role in creating tech sheets for new show themes and items concepts. Assist the Associate Production Director to manage the collation process as required.
- 2 Liaise with Personnel Manager to coordinate the auditions process on behalf of the Production Team. This includes the writing of content for the cast letters and audition website.
- 3 Ongoing liaison with Personnel Manager and Welfare Director regarding management of cast groups in the lead up to, and during the rehearsal season.
- 4 Coordinate the planning for first rehearsal and distribute schedule to Welfare Team.
- 5 Responsible for obtaining permission from other Gang Shows or outside organisations to use items in the show. Arranges payment of any fees for use of material, in conjunction with the Finance Director.
- 6 The Production Director will work closely with the Technical Director in liaising with the technical teams and ensure our performance requirements are met.
- 7 Prepare and submit weekly message in Gangway.
- 8 Keep a record of all Production Team meetings and attendances for WH&S requirements.
- 9 Act as a point of contact between Comet cast members and the Comet Welfare and Production Teams. Coordinate any administrative and logistical requirements as required.

Production Director

Level (1) Management Board

Directorate Production

Reporting to Producer/Director

Direct reports Production Manager; Assistant Production Director - Acting; Assistant Production Director - Singing; Assistant Production Director - Dancing; Item Director; Creative Director; Associate Production Director; Production Assistants

Role description The Production Director works in collaboration with the Producer and his assistants to co-ordinate the entire production and performance of the show. Specifically, this covers liaison between the cast, performance department leaders and the Production Team; the communication and follow up of technical changes; the answering of department leaders queries (in the first instance and where possible) and the organisation of any production matters as required by the Producer.

-
- 10** Takes a lead role in creating cueing for items produced in the show. Assist the Associate Production Director to manage the collation process as required.
 - 11** Directly responsible to the Producer.

Assistant Production Director - Acting

Level	(2) Department
Directorate	Production
Reporting to	Production Director
Direct reports	Nil
Role description	Appointed annually by the Producer and is responsible for direction of sketches and selection and training of actors from the cast in collaboration with the Producer or his delegate.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 The above involves meeting with the Producer to discuss acting requirements, the selection of appropriate script material for audition purposes, the allocation of cast acting roles of actors at auditions, the running of weekly rehearsals and additional sketch rehearsals during the rehearsal season and assist in general acting and characterisation on the rehearsal floors.
- 2 Planning and preparation of pieces for acting auditions.
- 3 Directly responsible to the Production Director.

Assistant Production Director - Dancing

Level	(2) Department
Directorate	Production
Reporting to	Production Director
Direct reports	Choreographer
Role description	Appointed annually by the Producer and is responsible for the selection and training of dancers from the cast and to create dance routines in collaboration with the Producer or his assistants.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 The above involves meeting with the Producer to discuss dance requirements, the creation of choreographed routines for audition purposes, the allocation of dance roles and selection of dancers at auditions, the design of dance routines for the approval of the Producer, the running of weekly dance rehearsals during the rehearsal season and assist in general cast routines on the rehearsal floors.
- 2 Directly responsible to the Production Director.

Assistant Production Director - Singing

Level (2) Department

Directorate Production

Reporting to Musical Director; Production Director

Direct reports Nil

Incumbent Katherine Thompson

Role description Appointed annually by the Producer and is responsible for singing, including training of solos and singers from the cast, and to create singing/harmony parts in collaboration with the producer or his delegate.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Take a lead role in creating tech sheets for new show themes and items concepts.
- 2 Take a lead role in planning, producing and cueing items for the show.
- 3 Meet with the Producer, Production Director and/or Musical Director to discuss singing requirements for the show.
- 4 Liaise with the Musical Director in regards to appropriate song material for audition purposes. Assist with the singing auditions, selection of cast members and allocation of singing parts to cast members.
- 5 Assist with the writing of singing parts, piano scores and musical arrangements.
- 6 Participate in the recording of the cast rehearsal CD.
- 7 Coordinate the cast singing rehearsals and solo rehearsals during the rehearsal season and assist in general singing on the rehearsal floors.
- 8 Any other task at the request of the Production Director or Musical Director

Associate Production Director

Level (2) Department

Directorate Production

Reporting to Production Director

Direct reports Nil

Role description The Associate Production Director works in collaboration with the Production Director and Producer to co-ordinate the entire production and performance of the show. Specifically, this covers liaison between the cast, performance department leaders and the Production Team; the communication and follow up of technical changes; the answering of department leaders queries (in the first instance and where possible) and the organisation of any production matters as required by the Producer.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Take a lead role in creating tech sheets for new show themes and items concepts.
- 2 Collate and prepare technical sheets and preamble for inclusion in the script, prior to handing over to the Producer/Director to be finalised.
- 4 Liaise with the Wardrobe Leader and their team, and act as their first point of contact to ensure wardrobe & cast (e.g. costume) related requirements are met and any queries are answered promptly.
- 5 Act as a point of contact between all contractor performers and the Welfare, Production and Technical Teams. Coordinate any administrative and logistical requirements and assist with performance requirements as required.
- 6 Take a lead role in creating cueing for items produced in the show. Collate and prepare cueing, prior to handing over to the Producer/Director to be finalised.
- 7 Directly responsible to the Production Director.

Creative Director

Level	(2) Department
Directorate	Production
Reporting to	Production Director
Direct reports	Nil
Role description	Coordinate the Creative Writing team to generate new material, songs and sketches for possible inclusion in the show.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Organise a Creative Team and encourage active participation in the creative process, through a series of regular Creative meetings.
- 2 Maintain a database of new material, ensuring all relevant metadata is recorded (title, author etc) and proper version control is maintained.
- 3 Liaise with the Production Team to provide feedback to the Creative team.
- 4 Once material is presented to the Production Team for consideration, ensure that any changes that need to be made are completed and finalised in conjunction with the author of the item and producer of the tech sheet, within the communicated timeframe.
- 5 Be directly responsible to the Producer.

Item Director

Level (2) Department

Directorate Production

Reporting to Production Director

Direct reports Nil

Role description Item Directors are appointed by the Producer, from the Production Team, to run or assist in the running of production items. They direct or assist in the direction of the cast and assign Battleaxes and Oscars at their discretion at rehearsals. In any item for which they are solely responsible, they may with the approval of the Producer, alter technical requirements (through the Production Director) and speak with the Producers authority in matters relating to their particular items. The Production Assistants are responsible for producing production notes and cueing for each of their items and supplying copies of these to the Producer on request.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Organising and running audition bases.
- 2 Assisting in the promotion of applications for cast, the production of promotional videos and other duties as required by the Producer.
- 3 When assisting on a rehearsal floor, Item Directors are expected to have copies of production notes and be able to run any part or all of an item without notice.
- 4 Responsible for the production of those items allocated to them by the Producer/Director. They direct the cast and assign Oscars and Battleaxes at their discretion at rehearsals. With the approval of the Producer, they may alter technical requirements (through the Production Director) and speak with the Producers authority in matters relating to their particular items.
- 5 Responsible for producing production notes and cueing for each of their items and supplying copies of these to the Producer on request
- 6 Directly responsible to the Production Director and Associate Production Directors

Production Manager

Level	(2) Department
Directorate	Production
Reporting to	Production Director
Direct reports	Nil
Role description	The Production Manager is appointed annually by the Producer and assists him in the taking of production notes at rehearsals and performances and produces production/technical circulars as required.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Facilitates the running of auditions and management of audition applicant data to be entered into the Cast Selections database.
- 2 The Production Manager collates, types, edits and prints the "Fame Sheets" at warehouse rehearsals and performances, with the objective of conveying production notes, technical changes, Oscars and Battleaxes and notes to all cast and crew.
- 3 Assists with planning, coordinating and scheduling of Production Team meetings.
- 4 Assists with coordination of cueing material as required.
- 5 Directly responsible to the Production Director.

Choreographer

Level	(3) Team
Directorate	Production
Reporting to	Assistant Production Director - Dancing
Direct reports	Nil
Role description	Appointed annually by the Producer in conjunction with the Production Director – Dancing, and is responsible for the selection and training of dancers from the cast and to create dance routines in collaboration with the Producer or his delegate.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Responsible for creating and planning dance routine for auditions.
- 2 The above involves meeting with the Producer and Production Director - Dancing to discuss dance requirements, the selection of dancers at auditions, the design of dance routines for the approval of the Producer, assist with running weekly dance rehearsals during the rehearsal season.
- 3 Assign choreographers for dance routines.

Production Assistants

Level	(3) Team
Directorate	Production
Reporting to	Production Director
Direct reports	Nil
Role description	Production Assistants are appointed annually by the Producer. They assist the Production Director, Assoc. Production Director and Item Directors as required.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Assist with various tasks includes planning, preparation, and teaching routines during rehearsals.
- 2 Directly responsible to the Production Director and Assoc. Production Director.

Technical Director

Level (1) Management Board

Reporting to Producer/Director

Direct reports Wardrobe Leader; Stage Manager; Set Construction Leader; Set Pa

Technical Director

Level (1) Management Board

Directorate Technical

Reporting to Producer/Director

Direct reports Wardrobe Leader; Stage Manager; Set Construction Leader; Set Painting Leader; Loft Leader; Lighting Leader; Audio Leader; Special Effects Leader; Makeup Leader; Cueing Leader; Video Leader

Role description Coordinates the construction and performance departments except the cast. This includes backstage departments.

12 Any other task at the request of the Management Board.

Assistant Stage Manager

Level (2) Department

Directorate Technical

Reporting to Stage Manager

Direct reports Nil

Role description Appointed annually by the Stage Manager to form a team of stage hands and to organise and control the stage props team during performances. This team is required to wear black clothing or overalls to set the stage according to stage plans and cue sheets without being readily seen by the audience.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 In forming the stage props team the Assistant Stage Manager must first reply to every applicant for his team (from Personnel) and then may advertise in the weekly Gangway or use any other means available.
- 2 In the absence of the Stage Manager, the Assistant Stage Manager performs the job of controlling the running of the performance.
- 3 Assists the Stage Manager in arranging Bump-in and Bump-out.
- 4 Prepares annual WHS risk management plan for area of responsibility.

Audio Leader

Level	(2) Department
Directorate	Technical
Reporting to	Technical Director
Direct reports	Nil
Role description	Appointed annually by the Technical Director and is responsible for the formation and co-ordination of a team to hire, install, set up and control all audio equipment associated with the show, as required by the Producer. This includes the co-ordination with theatre technical staff in the provision and placement of audio equipment supplied by the theatre.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Record and edit a master tape/digital recording of the show as specified by the Producer, for CD duplication and sale by the Front of House Leader.
- 2 Co-ordinate with the Technical Director in the formulation and proper execution of the audio teams part in the technical bump in schedule.
- 3 Responsible for the preparation and execution (in collaboration with the Cueing Leader) of all the audio and sound effects cues, as specified by the Producer/Director. Ensure that all audio requirements are complete and ready to run at the first dress rehearsal after bump in. In confirming audio requirements, the Audio Leader may liaise with the Production Director or the Producer directly. This includes hand mics, wireless mics and hanging mics for the Cast as well as mics for the Orchestra.
- 4 Responsible for providing an audio feed to the Video team at the performances where a video recording is made.
- 5 The Audio Leader's objective is to provide good quality sound to our audiences at every performance.
- 6 In forming the Audio Team, each applicant must apply each year by filling in the appropriate forms. The Audio Leader must then reply to every applicant for the team (from a list provided by Personnel) accepting (or otherwise) their application and forming the team.

Cueing Leader

Level (2) Department

Directorate Technical

Reporting to Technical Director

Direct reports Nil

Role description Appointed annually by the Technical Director and is responsible for the calling of all technical cues to coordinate the timing of events that contribute to the performance. This involves communication via headsets, to the Producer, Stage Manager, Lighting Leader, Audio Leader, Special Effects Leader, Spot Operators, Chief Mechanist and the Video Leader.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Distribute cueing sheets provided by the Producer and calls each cue , "Standby" and " Go" by cue number. Each department leader recognises the cue by number (on his cue sheet) and performs the required action. The Cueing/Technical Coordinator may appoint an assistant to help follow the script and call the cues. In checking cues and confirming changes may liaise with the Production Director or the Producer directly.

Hand Props Leader

Level (2) Department

Directorate Technical

Reporting to Stage Manager

Direct reports Nil

Role description The Hand Props Leader is appointed annually by the Technical Director and is responsible for obtaining or constructing all hand props required for the show, as specified by the Producer.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Responsible for obtaining or constructing all hand props required for the show, as specified by the Producer/Director. All Hand props must be completed before the first dress rehearsal (prior to bump in) but preferably sooner (by the second rehearsal camp).
- 2 Responsible for the formation and control of a small team of people to organise and hand out props at performances.
- 3 In confirming hand prop requirements, the Hand Props Leader may liaise with the Production Director or the Producer directly.
- 4 In forming the H M p

Lighting Leader

Level	(2) Department
Directorate	Technical
Reporting to	Technical Director
Direct reports	Nil
Role description	Appointed annually by the Producer/Director in consultation with the Technical Director and is responsible for the formation and coordination of a team to construct, hire, install, set up and control all lighting associated with the show, as required by the Producer. This includes the co-ordination with theatre technical staff in the provision and placement of equipment supplied by the theatre.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Preparation (in advance of bump in) of the complete lighting design (with a copy to the Producer/Director and to the theatres Technical Manager) and co-ordinate with any theatre lighting staff.
- 2 Coordinate with the Technical Director in the formulation and proper execution of the lighting teams part in the technical bump in schedule.
- 3 Obtain quotations for lighting hire for approval by Technical Director.
- 4 Responsible for the preparation and execution (in collaboration with the Cueing Leader) of all lighting cues, as specified by the Producer. The Lighting Leader ensures that all lighting requirements are complete and ready to run at the first dress rehearsal after bump in. In confirming lighting requirements, the Lighting Leader may liaise with the Production Director or the Producer directly.
- 5 In forming the Lighting Team, each applicant must apply each year by filling in the appropriate forms. The Lighting Leader must then reply to every applicant for the team (from a list provided by Personnel) accepting (or otherwise) their application and forming the team.

Loft Leader

Level (2) Department

Directorate Technical

Reporting to Stage Manager; Technical Director

Direct reports Nil

Role description Appointed annually by the Producer/Director in consultation with the Technical Director and is responsible for the formation and coordination of a team to hang and fly all sets or flies required for the show, as specified by the Producer. This includes the connection of parts of rigging prior to bump in so that the Technical Directors bump in schedule is properly adhered to. This also includes the co-ordination with theatre technical staff in the provision and placement of equipment supplied by the theatre.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Responsible for the rigging of all equipment in the theatre and the co-ordination of cues for all flies, according to technical cueing sheet.
- 2 Ensure the smooth running of the loft team, efficiently changing and setting of flies and the professional appearance of the performances.
- 3 In confirming requirements, the Loft Leader may liaise with the Production Director or the Producer directly.
- 4 In forming the Loft Team, each applicant must apply each year by filling in the appropriate forms. The Loft Leader must then reply to every applicant for the team (from a list provided by Personnel) accepting (or otherwise) their application and forming the team.

Makeup Leader

Level (2) Department

Directorate Technical

Reporting to Technical Director

Direct reports Nil

Role description Appointed annually by the Producer/Director in consultation with the Technical Director and is responsible for the formation, training and coordination of a team to purchase and apply all makeup requirements of the show, as required by the Producer. This includes wigs, masks, beards and the creation of specials. The make up team is required to apply basic makeup to all cast and special makeup for selected cast for the final dress rehearsal and all performances.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Coordinate with the Technical Director in the formulation and proper execution of the makeup teams part in the technical bump in schedule.
- 2 Ensure the smooth running of the team, efficiently applying makeup and ensuring the professional appearance of the performances.
- 3 In confirming requirements, the Makeup Leader may liaise with the Production Director or the Producer directly.
- 4 In forming the Makeup Team, each applicant must apply each year by filling in the appropriate forms. The Makeup Leader must then reply to every applicant for the team (from a list provided by Personnel) accepting (or otherwise) their application and forming the team.

Cumberland Gang Show
Position Description



Special Effects Leader

Level (2) Department

Directorate Technical

Reporting to Technical Director

Direct reports Nil

Role description Appointed annually by the Producer/Director in consultation with the Technical Director and is responsible for the formation and coordination of a team to construct, hire, install, set up and control all special effects equipment associated with the show, as requested by the Producer. This includes pyrotechnics, lasers, complex lighting controllers (but not normal running lights), radio controlled sets/props and any other special effects.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Coordinate with the Technical Director in the formulation and proper execution of the special effects teams part in the technical bump in schedule.
- 2 Responsible for the preparation and execution (in collaboration with the Cueing Leader) of all special effects cues, as specified by the Producer. Ensure that all the special effects requirements are completed and ready to run at the first dress rehearsal after bump in. In confirming special effects requirements, the Special Effects Leader may liaise with the Production Director or the Producer directly.
- 3 In forming the Team, each applicant must apply each year by filling in the appropriate forms. The Leader must then reply to every applicant for the team (from a list provided by Personnel) accepting (or otherwise) their application and forming the team.

Stage Manager

Level	(2) Department
Directorate	Technical
Reporting to	Technical Director
Direct reports	Set Construction Leader; Set Painting Leader; Hand Props Leader; Assistant Stage Manager; Loft Leader
Role description	The Stage Manager is appointed annually by the Technical Director and is responsible for the co-ordination of all stage departments including Set Construction, Set Painting, Hand Props, Stage Props and Loft.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Ensure that all sets and props are constructed and hired according to the design approved by the Producer and that they are used and placed according to stage plans, fly list and technical cueing sheets.
- 2 Produce a Set Construction and Set Painting schedule which indicates the sets that are to be completed at each warehouse working bee and regularly reports on progress to the Technical Director.
- 3 Responsible for the storage and transport of all stage equipment to and from the theatre.
- 4 In confirming set construction, painting or staging requirements, the Stage Manager may liaise with the Production Coordinator or the Producer directly.
- 5 Under the direction of the Technical Director, the Stage Manager co-ordinates the bump in and bump out of all stage departments.
- 6 Responsible for running of performances at the theatre, including the movement of all cast and crew on and off stage and the execution of technical cues (in collaboration with the Cueing Coordinator). The Producer passes his authority to the Stage Manager in all backstage matters arising during the performances.
- 7 Responsible for the hiring out of Gang Show flies, sets and audio equipment.
- 8 Prepares annual WHS risk management plan for area of responsibility.

Video Leader

Level (2) Department

Directorate Technical

Reporting to Technical Director

Direct reports Nil

Role description Appointed annually by the Technical director and is responsible for the formation and coordination of a team to hire, borrow or otherwise obtain all video requirements of the show, as specified by the Producer. This includes on stage video projection, back stage monitoring of the show (for Stage Manager and others), video recording of the show and the production of special video sequences as required. The master video recording of the show may be reproduced for sale by the Customer Service Director, only with the approval of the Producer.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 In confirming video requirements, the Video Leader may liaise with the Production Coordinator or the Producer directly.
- 2 Coordinate with the Technical Director in the formulation and proper execution of the video teams part in the technical bump in schedule.
- 3 In forming the video team, the Video Leader must first reply to every applicant for his team (from Personnel) and then may advertise in the weekly Gangway or use any other means available.
- 4 Responsible for controlling all expenditure for his department and for ensuring that total expenditure does not exceed the budgeted amount. All receipts or accounts must be in the hands of the Finance Director within TWO weeks of the last performance.

Wardrobe Leader

Level	(2) Department
Directorate	Technical
Reporting to	Technical Director
Direct reports	Nil
Role description	The Wardrobe Leader is appointed annually by the Producer/Director in consultation with the Technical Director and is responsible for the formulation and co-ordination of a team to purchase materials and to manufacture, collate from the costume store, or hire, all costume requirements for the show, as required by the Producer/Director and as specified in the Technical Script, Casting and approved costume designs. This includes hats, shoes, specialty costumes and all attachments/accessories.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 The Wardrobe Leader will receive from the Production Team in mid-February the specifications of what is required for the annual show, namely the approved Technical Script, the Casting and the Costume Designs. It is Wardrobe's job to implement those requirements in approximately four months and to produce all costumes for viewing/checking by the Production Team at the two Costume Try-On Days. Any final modifications then need to be completed by the first full dress rehearsal at the warehouse (prior to theatre bump-in). This is to ensure all costumes and accessories are available for EVERY show run at the theatre (including for photos).
- 2 The Wardrobe Leader must implement and document effective procedures to ensure all deadlines are met in the manufacture, collation from the costume store, or hire processes that produce all the costumes and accessories required for the show.
- 3 The Wardrobe Leader is responsible for taking measurements (at the time specified by the Producer/Director) of all cast members for the purpose of sourcing and manufacturing costumes. During the rehearsal season, once costumes are ready, a fitting session is to be conducted for each cast member.
- 4 As cast coordination, welfare or control is not Wardrobe's responsibility, the Wardrobe Leader is required to liaise with the Welfare Director to ensure a qualified Welfare Leader is present during costume fittings, costume try on days, dress rehearsals and in the dressing rooms at the theatre, consistent with Scout Association policy.
- 5 The Wardrobe Leader must organise a team to manage costumes in the dressing rooms during performances and to iron and maintain those costumes. This team does not have a cast coordination function. The Welfare Leader will, in collaboration with Production, determine which cast are located in specific Dressing Rooms and advise Wardrobe accordingly.

Wardrobe Leader

Level	(2) Department
Directorate	Technical
Reporting to	Technical Director
Direct reports	Nil
Role description	<p>The Wardrobe Leader is appointed annually by the Producer/Director in consultation with the Technical Director and is responsible for the formulation and co-ordination of a team to purchase materials and to manufacture, collate from the costume store, or hire, all costume requirements for the show, as required by the Producer/Director and as specified in the Technical Script, Casting and approved costume designs. This includes hats, shoes, specialty costumes and all attachments/accessories.</p>
<ol style="list-style-type: none"> 6 The Wardrobe Leader liaises with the Costume Designer so that the approved costume designs are properly implemented, within budgetary constraints. The Costume Designer is the main interface between Production and Wardrobe but if any clarification is required, they should consult the Associate Production Director. 7 The Wardrobe Leader is responsible for the production of a costume list, including all show and cast supply costumes, for distribution to all cast no later than the second rehearsal camp. 8 The Wardrobe Leader Co-ordinates with the Technical Director in the formulation and proper execution of the Wardrobe Team's part in the technical bump in and bump out schedules. 9 After bump out from the theatre, the Wardrobe Leader is to ensure that all show costumes are cleaned and returned to the costume store in accordance with the Costume Return Policy. 10 In forming the Wardrobe Team, each applicant must apply each year by filling in the appropriate forms. The Wardrobe Leader must then reply to every applicant for the team (from a list provided by Personnel) accepting (or otherwise) their application and forming her team. The Wardrobe Leader must pro-actively seek new team members and undertake appropriate training workshops to attract and retain qualified staff. 11 The Wardrobe Leader is responsible for the hiring of costumes to other Gang Shows and any other interested parties. Each hire must be recorded, receipted and moneys collected according to Gang Show's Financial procedures. Such costumes will only be hired out after consultation with the Producer/Director (or his nominee) to ensure it is not currently required and is suitable for hire. Every effort is to be made to achieve the annual hire income as specified in the GS Budget. 12 The Wardrobe Leader is responsible for controlling all expenditure for the department, ensuring that all expenditure is related to Wardrobe's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance. 	

Welfare Director

Level	(1) Management Board
Directorate	Welfare
Reporting to	Producer/Director
Direct reports	Welfare Team Member; Personnel Manager; First Aid Leader; Comets Welfare Leader
Role description	Coordinates all the welfare departments of the show. The role is to ensure there is sufficient support provided to cast members from auditions through to performances. The Welfare Director provides support to make the performance aspects of the show work smoothly and efficiently.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Ensure the smooth running of Personnel, Welfare Team, Training (Cast), First Aid and Security (at the theatre).
- 2 Annually appoint team leaders for the above departments and call meetings when necessary.
- 3 The maintenance of Personnel records, application forms, site induction, child protection/clearance forms, personal information, attendance sheets, collection of cast fees, production of lists as required by the Producer and/or Management Board.
- 4 Maintain records of training programs conducted for cast. Arrange PL/APL training day and the election of a Patrol Chairperson & Secretary prior to first rehearsal. Arrange regular meetings of Patrol Council (consisting of Patrol Council Chair, all cast Patrol Leaders and their assistants, Welfare Director, Producer).
- 5 Act as a liaison between the Welfare Team and Management Board to ensure that the cast aspects of the performance are happily and effectively performed.
- 6 Liaise with Producer and Production Director in respect of printing of the Script.
- 7 The provision of security at the theatre stage door from Bump-in to Bump-out or as required.
- 8 Arrange audition, rehearsal and camp venues.
- 9 Annually appoint the appropriate number of Welfare team members as required for auditions, rehearsals, rehearsal camps and performances. Organise a team of people to direct groups of applicants around the various bases at auditions.
- 10 In conjunction with the Producer appoint annually the cast Patrol Leaders and Assistant Patrol Leaders.

Welfare Director

Level	(1) Management Board
Directorate	Welfare
Reporting to	Producer/Director
Direct reports	Welfare Team Member; Personnel Manager; First Aid Leader; Comets Welfare Leader
Role description	Coordinates all the welfare departments of the show. The role is to ensure there is sufficient support provided to cast members from auditions through to performances. The Welfare Director provides support to make the performance aspects of the show work smoothly and efficiently.

- 11 Arrange availability of cast as required by the Producer or Production Team.
- 12 Manage discipline of cast during rehearsals, rehearsal camps and theatre performances.
- 13 In conjunction with Patrol Council Chair & Social committee arrange at least one Junior Party for the under 15 during the rehearsal season.
- 14 Ensure that cast members do not neglect their Scouting/Guiding progress.
- 15 Ensure the correctness of uniforms and all badges on cast members.
- 16 In conjunction with the Producer ensure that the rehearsal schedule is followed.
- 17 Arrange the allocation of sleeping accommodation at the rehearsal camps.
- 18 In conjunction with Patrol Council Chair arrange non rehearsal activities at camp.
- 19 In conjunction with Patrol Council Chair and Social Committee arrange a reunion.
- 20 Organise duty patrols at rehearsals, rehearsal camps & warehouse.
- 21 Supervise running of patrol competition.
- 22 Inform Producer and/or Production Manager and/or Production Director of any absences as soon as possible during theatre performances.
- 23 In collaboration with the Chairman & Technical Director prepare paperwork required for WH&S according to Scouts Australia policies and submit to NSW State Commissioner (Performing Arts) and GWS Region Commissioner - Activities.
- 24 Responsible for safe storage of Personnel archives (records, forms, paperwork etc).
- 25 Approve Directorate payments within budgetary constraints.
- 26 Any other task at the request of the Management Board.

Comets Welfare Leader

Level	(2) Department
Directorate	Welfare
Reporting to	Welfare Director
Direct reports	Nil
Role description	To coordinate the Comet Cast & look after their welfare in all aspects of their interactions during rehearsals and performances.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 To lead the team responsible for the production and teaching of routines in those items allocated by production team, specifically for Comet cast Members.
- 2 To liaise directly with comet cast and their parents on specific details and arrangements relevant to Comet cast rehearsals & performances.
- 3 Ensure Comet cast Welfare is kept at a priority.
- 4 Allocate/select additional Comet Team members where necessary.
- 5 To motivate, encourage and be enthusiastic so participants can have an enjoyable experience and achieve at their personal best.
- 6 Act at all times as a positive Role model of and for Cumberland Gang Show.
- 7 Any other task as the request of the Welfare Director.

First Aid Leader

Level	(2) Department
Directorate	Welfare
Reporting to	Welfare Director
Direct reports	Nil
Role description	The First Aid Leader is responsible to assemble a team with current first aid qualifications to provide first aid at all rehearsals, rehearsal camps and performances.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Provide competent first aid at rehearsals, rehearsal camps and performances.
- 2 Provide competent first aid at bump, in, bump out, auditions and at the reunion.
- 3 Maintain comprehensive records of injury, illness and treatment rendered. Maintain accurate records of personal medications. Collect and store in safe location personal medications at Rehearsals, Camps and Performances. Ensure name, with clear directions of use have been provided and are followed.
- 4 In the event of a major injury complete on line documentation within 48 hours in line with Scout Association policy & requirements, also forward a comprehensive copy and report to the Welfare Director within the same time frame.
- 5 Maintain the first aid kits owned by Cumberland Gang Show paying particular attention to expiry dates of items within the kits & replacing where necessary.
- 6 Control all expenditure in department and ensure that total expenditure does not exceed the budgeted amount.
- 7 Any other task at the request of the Welfare Director.

Personnel Manager

Level	(2) Department
Directorate	Welfare
Reporting to	Welfare Director
Direct reports	Nil
Role description	Responsible for the maintenance of personnel records, application forms, site induction, Child Protection / clearance forms, personal information, attendance sheets, collection of cast fees and production of computer records as requested by the Management Board or the Producer.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Supervise the maintenance of attendance records at rehearsals, rehearsal camps and performances.
- 2 Supervise the advising of Producer of absentees at rehearsals and rehearsal camps.
- 3 Handle enquiries regarding Application form. Refer any Medical related enquiries to Welfare Director.
- 4 Maintain records in respect of emblem scarves and arrange presentations.
- 5 Provide name badges to Management Board, Department Leaders, Welfare Team and Patrol Leaders. This is done in conjunction with the Welfare Leader.
- 6 Collect audition forms and schedule the audition times in consultation with the Producer and the Production Director.
- 7 Supervise the collection and recording of cast fees and pass to the Finance Director for banking.
- 8 Maintain a record of gang members entitled to 10, 20, 30 and 40 year scarves and arrange presentation.
- 9 Collect confidential personal information forms from cast and crew and maintain records in a folder. Pass copy to Welfare Director who will advise First Aid of any information of which they should be aware. Always be aware of the provisions of the Privacy Act. If in doubt refer to the Welfare Director.
- 10 Organise regular membership checks with NSW Scouts and Guides Australia.
- 11 Maintain current up to date computer records of gang members, along with WH&S paperwork requirements.

Personnel Manager

Level (2) Department

Directorate Welfare

Reporting to Welfare Director

Direct reports Nil

Role description Responsible for the maintenance of personnel records, application forms, site induction, Child Protection / clearance forms, personal information, attendance sheets, collection of cast fees and production of computer records as requested by the Management Board or the Producer.

-
- 12** Appoint annually personnel to assist with above responsibilities.
 - 13** Control all expenditure in department and ensure that total expenditure does not exceed the budgeted amount. A copy of the Budget will be supplied annually by Welfare Director
 - 14** For the theatre, arrange security passes, sign on sheets and pages/binding for Producer's year book.
 - 15** Any other task at the request of the Welfare Director.

Welfare Team Member

Level (2) Department

Directorate Welfare

Reporting to Welfare Director

Direct reports Nil

Role description To assist with the smooth running of rehearsals and Gang Show Performances in order to support Cumberland Gang Show in the achievement of its aims and goals.

PERSONAL SPECIFICATIONS:

- * Understand the pressure on cast members during rehearsals and performances
- * Possess excellent communication skills.
- * Ability to keep in confidence conversations shared.
- * Ability to discipline in the appropriate manner according to Scouting Policies.
- * Use discretion at all times.

PERSONAL ATTRIBUTES:

- * Set a positive example and be an excellent representative of Cumberland Gang Show at all times.

General Responsibilities

- 1 Like all GS departments, you operate under the creative direction of the Producer/Director and the Production Team who are responsible for every aspect of the show's performance.
- 2 You are required (like all personnel involved in the show) to comply with all Gang Show and relevant Scouting policies as specified by the Board.
- 3 You are required to pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate turnover of staff and to position the team for the future.
- 4 You are responsible for controlling all expenditure for your department, ensuring that all expenditure is related to your team's functions and total expenditure does not exceed the budgeted amount in the GS Budget. All receipts or accounts for payment must be in the hands of the Finance Director within TWO weeks of the last performance.
- 5 You are required to prepare annual WHS risk management plan for your area of responsibility.

Specific Responsibilities

- 1 Ensure Cast Welfare be kept at a priority at all times.
- 2 Counsel cast members whose behaviour has eluded the expectations as set by Cumberland Gang Show, and Scouting and Guiding guidelines.
- 3 Report to Welfare Leader/Director any cast member who is showing signs of not fitting in.
- 4 Report to Welfare Leader/Director any cast member whose behaviour continually exceeds the standard expected by Cumberland Gang Show, and The Scouting and Guiding movements.
- 5 Assist production team at rehearsals, camps and performances in maintaining order. Attend Patrol Council when and if required.
- 6 Liaison between production team and cast members.
- 7 Maintain order on rehearsal floors.
- 8 In conjunction with the Producer & Welfare Leader/Director ensure that the rehearsal schedule is followed.

Cumberland Gang Show

Position Description



Welfare Team Member

Level (2) Department

Directorate Welfare

Reporting to Welfare Director

Direct reports Nil

To assist with the smooth running of rehearsals and Gang Show Performances in order to support Cumberland Gang Show in the achievement of its aims and goals.

PERSONAL SPECIFICATIONS:

* Understand the pressure on cast members during rehearsals and performances

The t duorast rurdee n ourinr t6 M

i ss pritioore