

Antelope Valley Thespians Production Committee

Operating Plan

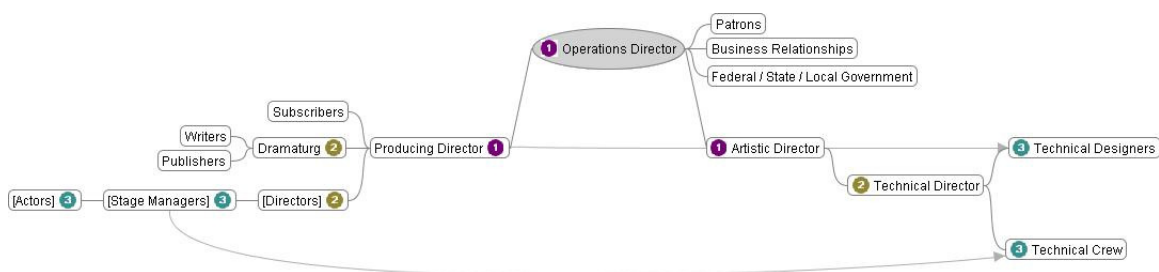
Ver. 4.41

Effective February 1st, 2011

I. Project Outline

1. **Vision** - We are an incorporated nonprofit theatre company dedicated to advancing the creative potential of the local theatre and artistic culture through the production of unique, original, and experimental drama, and to cultivating an integrated community of local writers, actors, musicians, and fine-artists.
2. **Company Philosophy** - We believe that theatre is first and foremost an artistic medium for providing insight into the human condition, and secondarily an educational tool for enhancing and growing the cultural and artistic awareness of the local community.
 - a. Our production philosophy is twofold: 1) Provide a framework to seed, develop, and produce quality original work from playwrights in the local community, and 2) produce published work from outside the community that brings in new perspectives and provides a standard to which our local writers may aspire.
 - b. Our dramaturgical philosophy adheres to three general principles: our productions will be 1) character-driven, 2) unique, and 3) thought-provoking.

II. Structure



Company members are considered a part of the Antelope Valley Thespians Production Committee. The AVTPC is a volunteer committee that implements the goals of Antelope Valley Thespians, an incorporated 501(c)3 nonprofit theatre company. The Chief Executive Officer of the company may modify or dissolve this Operational Plan with majority approval of the Company Directors.

1. Company-level authority is vested in four Directors, who shall jointly manage the company's direction, personnel, vitality, and relationship to the community. Company-level decisions which do not clearly fall under one Director's scope shall require the consensus of all Directors.
 - a. The Operations Director is responsible for tracking and reporting the finances of the company, company and production-level budgetary planning and authorization, overseeing the system of patronage, seeking out new sources of funding, ensuring that the company is current and in-compliance with all appropriate licenses and requirements of operation, managing the integration and operation of the company, and implementing any formal business action.
 - b. The Producing Director is responsible for setting the production philosophy of the company, production selection and licensing, casting, physical and vocal direction of the actors, staging, and managing the production schedule. Directorial duties may be separated from the traditional producer functions and delegated to a temporary associate director, either from within the company or from the community, for an individual production.
 - c. The Artistic Director is responsible for setting the artistic philosophy of the company and crafting the artistic concept and technical vision for productions. He or she coordinates with the Producing Director and the Technical Director to design the manner in which each production is physically perceived by the audience. Directorial duties may be delegated to a temporary associate director, either from within the company or from the community, for an individual production.
 - d. The Technical Director is responsible for the implementation of the technical vision, feasibility analysis of future productions, technical task management, and serves as a technical advisor to the Artistic Director. The Technical Director is responsible for the technical budget, once approved and appropriated by the Operations Director, including acquisition of materials and upgrades to infrastructure.
2. Production-level implementation is coordinated by the following personnel.
 - a. The Dramaturg provides script research and analysis of overall themes, history, plot, characters, and dialog, and assists the Producing and Artistic Directors in designing creative visions for the production that are self-consistent and accurate. The Dramaturg assists the Producing Director with reading and selecting plays for possible production and assessing their alignment with AVT's philosophy and production style. The Dramaturg also assists the Producing Director in maintaining and cultivating the company's relationship to the playwright community, and ensures that AVT is continually making efforts to seed, develop, and produce local original work.
 - b. The Production Stage Manager for an individual production is the interface between the Producing Director and the actors and stage crew. The PSM is responsible for tracking blocking and cues, ensuring that production team personnel have what they need for rehearsals and performance, keeping the production calendar, performance execution, and serves as a deputy to any director functions, as delegated. There may be multiple current stage managers if multiple productions are active, and the position(s) may be rotated from within the company.
3. A Technical Team of volunteer personnel implements the technical vision under coordination of the Technical Director.
 - a. The personnel comprising the technical team and their task assignment is at the discretion of the Technical Director.

- b. The Technical Team meets at the discretion of the Technical Director, and may draft their own processes and procedures under his or her leadership, provided that these procedures do not contradict company-level policies.

III. Company Membership

1. Members of the company shall meet the following expectations:
 - a. They shall have worked at least one full cycle of an AVT production in a specific capacity (acting, technical, etc) before becoming members, and have demonstrated a passion for the craft of theatre, a desire to learn and grow through all aspects of the art we produce, and professionalism as to their assigned duties. During this probationary cycle they are not considered members.
 - b. They shall commit to working one full production cycle (design phase through performances) per year.
 - c. They shall help to represent AVT to the community, through comp tickets, marketing handouts, and local arts and fundraising events when able.
 - d. They shall have contributed member dues of a minimum amount set per year by the Directors.
2. Dues paid by members shall not become company money, or be used for any production or operational purpose, but these funds shall be set aside to subsidize activities and events that directly benefit the members themselves, such as developmental workshops or educational social activities.
3. Company members shall be entitled to access to and use of the AVT email system and server space, recognition as a company member in all programs in which they appear, discounted or free participation in all company social and developmental events and activities that draw on the member dues pool of funds.
4. Non-members may fill any function of a production, have equal consideration in auditions, and may participate in the member social and developmental activities by paying a one-time materials fee for that activity. Non-members may not serve as directors or vote in any decision that calls for membership approval.
5. The AVTPC shall consist of three groups, as follows:
 - a. Artistic – **Artistic Director**, Technical Director, and any active Technical Team personnel on a production.

Responsible for technical execution of the production vision (first priority), and responding to technical feasibility requests from the Producing Director regarding future productions (second priority), under direction of the Artistic Director. Forms the aesthetic design for a productions, plans the implementation, acquires materials, and supports the rehearsal process from a technical perspective. The Technical Director may draw on any company member for unfilled technical positions in a particular production.
 - b. Production– **Producing Director**, Dramaturg, and any active production directors, stage managers, actors, and stage crew.

Responsible for design and execution of the production vision, under direction of the Producing Director and managed by the Production Stage Manager. Analyzes and licenses scripts, selects stage managers, holds auditions, conducts rehearsals and choreography, handles marketing and promotion of individual productions and executes the performances.

- c. General Membership – **Operations Director**, all active members not currently assigned to a production.

Maintains an active social and development program for members, promotes the company to the community, and assists with ongoing operational and fundraising functions of the company.

- 6. The removal of a member from the company shall require the unanimous consent of the Directors.

IV. Production Process

The following tasks are in rough order of dependency, though some tasks may be executed in parallel.

1. Producing Director, advised by the Dramaturg and Artistic Director, selects production and procures scripts and performance licenses.
2. The Producing Director, Artistic Director, Operations Director, and Technical Director meet prior to intended auditions and conclude upon the production vision, artistic concept, stage manager, technical design team, and schedule of tasks.
3. Producing Director and Artistic Director convey the production and artistic visions at a full company meeting.
4. Stage Manager schedules auditions.
5. Technical Team begins production planning under direction of Artistic Director.
6. Producing Director (or associate director) casts the production, advised by Stage .Manager and Artistic Director.
7. Stage Manager creates rehearsal schedule.
8. Producing Director (or associate director) conducts rehearsals.
9. All technical designers submit technical requests to the Technical Director in accordance with the schedule agreed upon at the pre-production meeting.
10. Artistic Director, and Technical Director revise and integrate technical requests into a single technical plan and submit to the Operations Director for review.
11. Operations Director approves technical plan and authorizes funds for technical budget.
12. Operations Director releases budgeted technical funds to Technical Director, and establishes schedule of tracking the money.
13. Technical Director oversees procurement and implementation of technical plan, providing technical materials such as props, etc, to the appropriate stage manager in accordance with the schedule agreed upon at the pre-production meeting.

14. Producing Director coordinates the design and release of marketing, press, and publicity.
15. Stage Manager schedules technical rehearsal(s).
16. Stage Manager and Technical Director jointly run technical rehearsal with input from the Producing Director (or associate director) and Artistic Director.
17. Producing Director issues final go-ahead and readies performance logistics.
18. Stage Manager executes performances.
19. Operations Director issues final report to AVTPC with summary, financials, and lessons-learned, with input from Strategic Team.

V. Finances

1. Purchasing authority shall reside in the Chief Executive Officer, Operations Director, and Technical Director.
2. No individual shall authorize their own company expenditures.
 - a. Charge or reimbursement of company expenses, including those of the Chief Executive Officer, requires the prior authorization of the Operations Director.
 - b. Expenditure on the part of the Operations Director requires authorization from the Chief Executive Officer.
3. Financial tracking and budget allocation shall be divided into four categories:
 - a. Infrastructure – consists of expenditures for lighting and sound systems, curtains, seating, wiring, and any other procurement that becomes a permanent, long-term part of the performance stage or physical theater system.
 - b. Operations – consists of all expenditures required for on-going support functions, such as scripts, printing, refreshments, festivals, workshops, business materials, general marketing,, etc.
 - c. Production – direct expenses associated with a particular production, such as royalties, costumes, accessories, props, set materials, production marketing, etc.
 - d. External – consists of any donations and external in-kind support, as well as compensation and honoraria expenses.
4. The Operations Director shall , not less than once quarterly provide to the Directors a financial report on the company, including at minimum all expenditures and revenues since the last reporting and the current financial status of the company.
5. The Directors shall compile a joint financial report for each production, which may be combined with the production final report, to be released not later than one month after the close of a production run.