

Antelope Valley Thespians Production Committee

Operating Plan

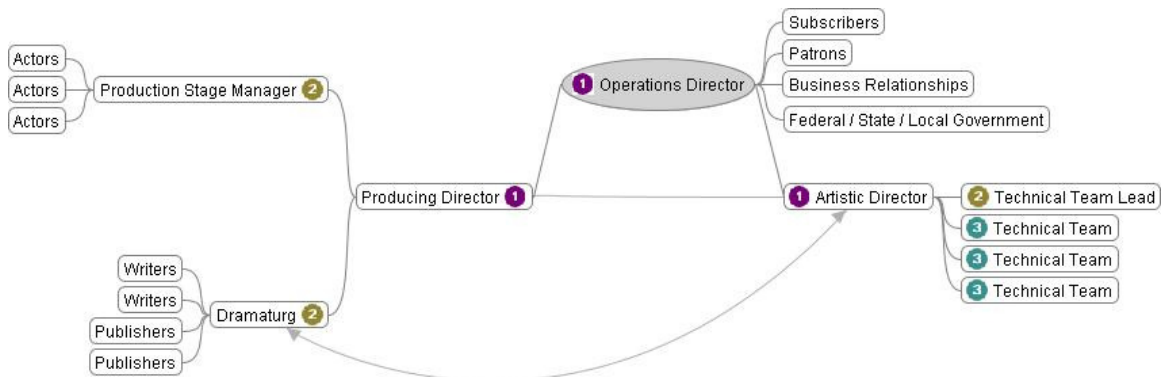
Ver. 4.1

Effective July 1st, 2010

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 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



Production team 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 three directors of the company.

1. Company-level authority is vested in three 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 three 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, 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 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 Team Lead to design the manner in which each production is physically perceived by the audience.
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 maintains and cultivates 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 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.
 - c. The Technical Team Lead 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 Team Lead is responsible for the technical budget, once approved and appropriated by the Operations Director, including acquisition of materials and upgrades to infrastructure.
3. A Technical Team of volunteer personnel implements the technical vision under coordination of the Technical Team Lead. The personnel comprising the technical team and their task assignment is at the discretion of the Technical Team Lead.

III. Team Breakdown

1. The AVTPC shall consist of three teams, as follows:

- a. Strategic Team: **Operations Director**, Producing Director, Artistic Director, Technical Team Lead, Production Stage Manager, Dramaturg.

The Strategic Team shall meet under the direction of the Operations Director to discuss long term planning, production selection, theater infrastructure, external relations, personnel issues, patronage, publicity, and company vision. The Strategic Team shall meet no less than once monthly.

- b. Technical Team – **Artistic Director**, Technical Team Lead, Technical Team Personnel.

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.

- c. Production Team – **Producing Director**, Dramaturg, Production Stage Manager, Actors, Stage Crew

Responsible for performance and execution of the production vision, under direction of the Producing Director and managed by the Production Stage Manager. The performance team shall meet according to the rehearsal schedule established by the Production Stage Manager.

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 next production and procures scripts and performance licenses.
2. Producing Director and Artistic Director convey the production and artistic visions at a full AVTPC meeting.
3. Stage Manager schedules auditions.
4. Technical Team begins production planning under direction of Artistic Director.
5. Producing Director casts the production, advised by Stage .Manager and Artistic Director.
6. Stage Manager creates rehearsal schedule.
7. Producing Director conducts rehearsals.
8. All technical designers submit technical requests to the Technical Team Lead.
9. Artistic Director, and Technical Team Lead revise and integrate technical requests into a single technical plan and submit to the Operations Director for review.
10. Operations Director approves technical plan and authorizes funds for technical budget.

11. Operations Director releases budgeted technical funds to Technical Team Lead, and establishes schedule of tracking the money.
12. Technical Team Lead oversees procurement and implementation of technical plan.
13. Stage Manager schedules technical rehearsal(s).
14. Stage Manager and Technical Team Lead jointly run technical rehearsal with input from the Producing and Artistic Directors.
15. Producing Director issues final go-ahead and readies performance logistics.
16. Stage Manager executes performances.
17. 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 Team Lead.
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, royalties, and advertisement.
 - c. Production – direct expenses associated with a particular production, such as costumes, accessories, props, set materials, etc.
 - d. External – consists of any donations and external in-kind support, as well as compensation and honoraria expenses.