



HUTT VALLEY GANG SHOW JOB DESCRIPTION

Position: **Cast Administrator**

Reporting to: Director, Chairperson

Role:

To provide secretarial, administrative and organisational support to the Director and other members of the Production Team with all logistics relating to cast and their parents/guardians.

Key Responsibilities:

- Act as a contact point for enquiries from parents and cast members about production matters
- Be responsible for the Cast Leaders
- Work with the Cast Leaders to organise the Cast as a Gang Show troop, including organising patrols, duty rosters etc.
- In conjunction with Cast Leaders, monitor cast morale and suggest ways to improve morale if necessary.
- Collect, record and account for all consent forms and money from Cast members.
- Organise the ordering, production and distribution of cast gear.
- Organise cast events as necessary, including a break up event.
- Organise the cast trip to the Manawatu Gang Show.
- Maintain records of cast rehearsal attendance and organise non-attendance procedures.
- Organise check-in at rehearsal camps
- Organise the logistical arrangements for auditions including registration, name tags, bookings, time slots and check-in table at auditions
- Receive audition requests/booking and organise audition groups.
- Facilitate the operation of the auditions themselves.
- During the rehearsal/performance period prepare and circulate (by email) the weekly Cast newsletters covering rehearsal schedules, rehearsal matters (e.g. arrangements for Camp) and other Production matters.
- Organise the logistical arrangements for rehearsals including name tags
- Take notes and positioning records during rehearsals as requested by the Director or other members of the Production Team.
- For rehearsal camp: organise duty patrols and cast leaders to organise the non-rehearsal activities.
- Organise presentation of cast scarves at 2nd camp

Other Expectations:

- Help establish and maintain a happy and supportive atmosphere at rehearsals and during performances that encourages and recognises the efforts of Cast and others involved in the production.
- Work with the Cast and others involved in the Show in a manner consistent with the Scout and/or Guide Law and Promise.
- Have a good time!